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ABSTRACT

This report to the Kansas State Department of Education supports Independence Community College's (ICC's) request for approval of a new vocational education program in Property Appraisal/Assessment. The report begins with two letters of support and the application for new program approval. Next, a project narrative provides background information on the appraisal/assessment program, including an overview of the need for accurate property appraisal and assessment and of requirements and licensing regulations for appraisers from a national perspective; a summary of relevant Kansas state legislation and educational requirements; and job opportunities and salary potential for appraisers in the ICC service area. Educational criteria specified in Kansas Administrative Regulations for particular categories of appraisers are listed next. Lists of program objectives and advisory council members are followed by information on the program requirements for a certificate, an associate in applied science degree, or an associate of science degree in Property Appraisal/Assessment. Next, syllabi are presented for new vocational courses in: (1) Building Design and Structure; (2) Fundamentals of Mass Appraisal; (3) Property Assessment Law and Administration; (4) Real Estate Appraisal; (5) Real Estate Finance; (6) Real Estate Fundamentals; (7) Real Estate Investments; (8) Real Estate Law; (9) Real Estate Mathematics; (10) Real Estate Records; and (11) Valuation of Income Producing Properties. After describing pre-approved courses applicable for the program, a list of current Kansas community college programs, an ICC faculty job description, a sample ICC part-time instructor contract, and teacher evaluation forms are provided. Appendixes contain a list of reference materials for property appraisal/assessment, a chart showing ICC's organizational structure, and a facilities map. (AC)

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ED 366 366

INDEPENDENCE COMMUNITY COLLEGE
Independence, KS

PROPERTY APPRAISAL/ASSESSMENT PROGRAM

JANUARY 1994

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INDEPENDENCE COMMUNITY COLLEGE
Independence, KS

PROPERTY APPRAISAL/ASSESSMENT PROGRAM

JANUARY 1994

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Independence Community College

January 10, 1994

Mr. Joe Emmons
Kansas State Department of Education
120 S. E. 10th St.
Topeka, KS 66612-1182

Dear Joe:

Independence Community College is very enthusiastic about the development and implementation of a Property Appraisal/Assessment Program. The need for personnel trained in appraising and assessing property in Southeast Kansas, and in the State of Kansas, is increasing with more carefully defined credentialing and licensure.

As organizations are asked to do more for less it would appear to make good sense for a community college to develop an educationally sound program easily accessible to individuals without excessive costs due to out-of-state travel, meals, and lodging.

Our review of the situation here in Kansas revealed that there are presently unmet needs in both the private and public sector for a property appraisal/assessment program for trained and certified appraisers. Independence Community College has developed a proposed program, with help from several professional organizations, that should fulfill the need for highly trained, credentialed, and qualified community college graduates.

Sincerely yours,

Don Schoening

Dr. Don Schoening, President
Independence Community College

DS:md

College Ave. & Brookside Dr. • Independence, Kansas 67301 • (316) 331-4100 • FAX (316) 331-5344

Dr. Herbert J. Swender
Dean of Instructional Services

Independence Community College

January 10, 1994

Joe Emmons, Team Leader
Community College Section
Kansas State Board of Education
120 S.E. 10th Avenue
Topeka, KS 66612-1182

Dear Joe:

SUBJECT: **PROPERTY APPRAISAL/ASSESSMENT PROGRAM**

Independence Community College respectfully requests program approval for a Property Appraisal/Assessment Program. Upon review of the current credentialing process for appraisers at the local, state and national level, this proposed program would provide for unique opportunities to involve higher education, especially community college education to Kansans. As evidenced in the subsequent information regarding such a program, each state has established or is in the process of establishing minimum education requirements which are expected to be increased at all levels of government.

Ongoing and continuing education is an integral component to becoming a licensed appraiser. Independence Community College has in place a viable and highly successful general education component. Moreover, ICC has the facilities and classroom space to deliver high-quality general and vocational education plus the necessary developmental and remedial courses that may be needed. The academic environment, facilities, curriculum, and highly-skilled advisory council, should provide the best possible Property Appraisal/Assessment Program available in Kansas.

In addition to the already sound educational programs and opportunities in place, Independence Community College is exploring new avenues for delivering courses such as the Property Appraisal/Assessment courses through alternative delivery systems, e.g., interactive distance learning (IDL). At present, ICC is directly involved in a joint venture with Pittsburg State University and other local community colleges in securing a Rural Electrification Administration (REA) Grant to help fund IDL activities.

Independence Community College is proud to facilitate the educational and training needs of a Property Appraisal/Assessment Program. Thank you for your thoughtful consideration toward reviewing this program request. If you have questions and/or need additional information, please contact me.

Sincerely,

Herbert J. Swender

Dr. Herbert J. Swender

HJS:nt

Kansas Community Colleges
Application for
New Program Approval in
Vocational Education

Definition: The following guidelines request documentation from the community being served by the area vocational school or community college. "The community being served" should be interpreted as the surrounding school districts, counties, communities as appropriate to each school.

CRITERIA 1.

A. Proposed New Program Area Property Appraisal/Assessment

Proposed Date of Initiation Summer 1994

Classification of Instructional Program (CIP) code: 52.1501

A meeting of administrators of the LEAs to be served by the area vocational school or community college should be conducted to determine need for the program. Attach names of administrators and minutes of the meeting.

B. The following information should be secured from the Kansas Department of Human Resources:

Number of projected job openings in program area _____. for the counties of _____

Number of projected job openings in the program area for Kansas _____

Projected percentage increase or decrease of annual replacement needs for the next 10 years _____ for the counties of _____

C. A local survey of business and industry developed specifically for the proposed new program should be developed and analyzed. At least 70 percent of the prospective employers in the surrounding communities should be surveyed, with a survey return rate of at least 50 percent.

Number of businesses in the surrounding area _____

Number of businesses surveyed _____

Return percentage of survey _____

Attach survey mailing list, survey instrument, and survey results.

CRITERIA 2.

Each institution will survey students by grade level to determine student interest and projected enrollment. Survey should include current and proposed vocational programs. Attach survey instrument and summarization of results.

	Total Number of Students Enrolled	Total Number of Students Surveyed	Students Planning to Enroll in Proposed Program	Labor Market Demand in Community--Current	Labor Market Demand in Community--Next Three Years
9th					
10th					
11th					
12th					
P.S.					
Adult					

CRITERIA 3. DATA ATTACHED

Identify current enrollment in the specific program by surveying public schools and private training programs in industrial firms, private schools, proprietary schools, and apprenticeship programs within or affecting area served by school. Attach survey instrument and survey results.

CRITERIA 4 and 5.

A. Describe existing facilities and equipment available for the proposed program.

See appendix C

B. Projected Program Cost for Two Years.

	1st year	2nd year
Salaries	7,000 Part-time salaries	9,000
Fringe Benefits		
Supplies	2,000	2,500
Travel	500	500
Other		

C. Plan for Finances

INCOME AMOUNTS			
Business/ Industry/ Anticipated Income Local Funds	• Credit Hr. Foundations Contributions	State/Federal Funds	Aid (1 yr. estimate)
16,320			18,960

• Applicable for community college only.

CRITERIA 6. DATA ATTACHED

Provide documentation of a steering committee by attaching a list of the steering committee members and their occupational categories.

The functions of the steering committee are to determine long- and short-range goals of the proposed program, prerequisites of the program, class size, course content, equipment needs, funding requirements, and projected program budget.

Attach copies of the steering committee minutes.

CRITERIA 7. DATA ATTACHED

Attach an outline of the proposed program of study including:

(a) course objectives
(b) program description
(c) proposed courses
(d) course syllabi
(e) how a vocational student organization will be used in the program
(f) follow-up procedures
(g) methods of evaluation to be used in determining how effective the instructional process has been in achieving program objectives.
(h) Attach a summary of the occupational objectives of the proposed new program. Include the method or type of proposed instruction in the description (i.e., coop, individualized, lab, field experiences, etc.).

PROPERTY APPRAISAL/ASSESSMENT PROGRAM

Independence Community College
Independence, Kansas

National Perspective

Since the decade of the 1980's, accurate property appraising/assessment has been a critical link to state-wide taxation across the country. All 50 states including the District of Columbia and the U.S. territories of Puerto Rico and the Virgin Islands, have passed either legislation, law or policy governing how states will certify and recognize credentials necessary for an individual submitting property appraisals. As of last August, 37 of the 53 states have mandatory licensing or certification for residential and commercial property appraising. The remaining 16 states and territories presently have voluntary licensing or certification (Appraisal Institute, Chicago, Illinois, August 1993). These 16 states will most likely be directed to comply with forthcoming new federal mandates within the decade. Moreover, each of the 16 mentioned states and U.S. territories requiring voluntary licensing have established or are in the process of establishing minimum requirements to address anticipated federal regulations.

With increased attention to credentialing of appraisers/assessors from the national level, there is a high probability states will in turn have more stringent requirements for credentialing their own structure of licensing. Higher education, especially community college education, will play a significant role in delivering on-going training and needed course work in this program area. Additionally, more anecdotal evidence suggests that all

state-governed agencies will increase minimum level of credentials and specific education experience in conjunction with written examination to all professional licensed employees.

An excellent example of why accurate appraisal and assessment be made was brought to light in March of 1986 when our nation was significantly impacted by the failed Lincoln Savings and Loans based in Irvine, California. The rippling effect that followed the failed savings and loan was directly related to the over-appraisals of property values and direct equity investments (The Economist-August 1989). As one can easily surmise, appraising/assessment plays a key role to the economic integrity of our nation's financial institutions. A certified state licensed residential appraiser, like a commercial appraiser, is an official who provides a legally binding opinion. An appraisal is an opinion, but it is backed by evidence gathered according to set rules as defined by "experts," including financial members from banks, savings and loans and tax offices.

As stated earlier, each state sets the requirements and licensing regulation to practice appraising in that state. There are several professional organizations providing training and documentation for granting certification. Included in this list are the American Association of Certified Appraisers, the American Association Association of Real Estate Appraisers, the Appraisal Institute, the National Association of Independent Free Appraisers, the National Association of Master Appraisers, and the National Association of Real Estate Appraisers. These professional organizations are available; but however, some of the existing state requirements for licensing across the U.S. do not require credentialing from any uniform standards established by the above organizations. At the present, the one common

thread for a residential appraisal in the U.S. is the average cost. The national average cost of a typical residential appraisal is $250 (Home Mechanix, July/August 1993).

State Perspective

At the state level, Kansas has been challenged by the legislature and a recent ruling from the District Court of Shawnee County that Kansas' 105 counties establish a credentialing process by Jan 1, 1998. Currently, there are approximately 800 appraisers who are licensed or certified by the Kansas Real Estate Board. In addition to these 800, there are 1500 to 2000 employed by state and local government for the purpose of ad valorem appraisals (Kansas Department of Revenue, Division of Property Valuation).

In addition to these state and locally employed personnel, there are hundreds of others working for private corporations, business and industry, financial institutions, private fee appraisal companies, and property tax representatives. Only the representative county appraisers must meet minimal education and experience requirements. That will change if the District Court order for credentialing becomes state law.

At this time, there is no accredited educational entity or agency in the state of Kansas or Oklahoma providing training and educational services for property appraising personnel. Appraisers have to take courses and/or seminars out of state or participate in workshops brought in for short intensive training sessions, i.e., The Appraisal Institute of Chicago, Illinois. Generally, the workshops are offered in Topeka, KS, only and have no linkage or access to higher education. In a letter to Independence Community

College from Ms. Kimberly Moore, who is charged with the responsibility for overseeing education/training to Kansans in this program area says that,

> ...the number of appraisal education providers in Kansas is very limited. PVD is the largest provider with approximately 1906 students. The Division however caters mainly to state and county appraisal personnel. Frequently, I receive telephone calls from individuals interested in becoming an appraiser. When they ask me where they can get appraisal training I **have no where to send them.** Generally those individuals must travel at great expense to other states in order to fulfill all educational requirements for their designations, licenses and certifications.

Costs for these one week courses and workshops run anywhere from $300 and up with a $40 to $80 textbook fee (Ms. Moore, Administrative Officer Education Coordinator, Kansas Department of Revenue, Division of Property Valuation). In addition to the high tuition participants pay for this technical training, other costs are incurred as well, e.g., transportation, lodging and meals. This high training cost, coupled with extensive travel and time away from the job and home, creates barriers to continuing educational opportunities to our residents in Kansas.

During the 1993 Kansas legislative session, the Division of Property Valuation was granted 18 new positions for FY 1994. Of those 18 new positions, 14 were at the entry level, Appraiser I, category which must meet the minimal requirements:

* Graduation from an accredited four-year college or university in any field.
* Experience involving a regular work load that has dealt with mapping and appraisal of property.
* Applicant must have one 30-hour (clock hours) appraisal course offered by an institution approved by the Department of Revenue or an appraiser course of at least three semester hours from an accredited community college, college or university.

Additional education requirements are being introduced and will be mandated in Kansas by Jan. 1, 1998. In response to those 18 state-level positions which were granted by the 1993 legislature, advertisements were placed in all state-wide newspapers during the months of October and November. Hundreds responded to the advertisements. However, only 20 percent met the necessary educational requirements for the jobs (Kansas State Department of Revenue, Division of Property Valuation). To date, there are 14 of the 18 positions available are not filled. It has been suggested that the only way the Division can fill these remaining positions is to advertise nation-wide. By going outside the state of Kansas, the state has missed a tremendous opportunity to promote and enhance the training skills of our existing Kansas workforce. These 14 unfilled positions represent the need at the state level only. Several county and local city governments also have an urgent need for qualified licensed property appraisal/assessment personnel.

Local/Regional

A recent article by the Associated Press in the Independence Daily Reporter cites that Judge Bullock of Shawnee District Court has ruled that only 13 of Kansas' 105 counties are in compliance with criteria established by a District Court Judge setting valuation on property for tax purposes. David Cunningham, State Property Valuation Director, states that most of the problems relate to inaccurate appraisals, whereby expensive properties were being under-appraised and modest properties being over-appraised (Independence Daily Reporter, November 23, 1993). The entire appraising quagmire evolved over a four-year period, from 1984 to 1988, when the state launched a comprehensive reappraisal program at a cost of $70 million. Perhaps the inaccurate and under/over appraised properties

could have been minimized with a more highly-skilled, competent, educated and trained workforce providing the appraisals.

The job availabilities and rewarding salary opportunities for persons interested in a property appraisal/assessment career becomes more evident. A licensed Property Appraiser I can earn an annual salary of $27,012 to $38,004; Property Appraiser II can earn an annual salary of $31,260 to $43,992; Property Appraiser III can earn an annual salary of $36,192 to $50,928; and Property Appraiser IV can earn an annual salary of $46,200 to $64,980 (Kansas Department of Revenue, Division of Property Valuation, 1993). In another correspondence from Ms. Moore she explained private corporations in Kansas pay $50,000 plus for appraisers employed in their property tax divisions. Highly-skilled and well-educated appraisers employed as tax representatives can earn $100,000 plus since they receive a percentage of the savings they get from their clients. She says that with the low interest rates that we are now experiencing the demand for property appraisals by lending institutions has soared at a staggering rate. In Kansas, as with the national average, an appraiser earns $250 per appraisal for approximately four hours of work (Kansas Department of Revenue/Department of Property Valuation). As evidenced by the significant role that appraisers provide at the national, state and local level, property appraisal/assessment is a program that should prove to be in high demand at local, regional and state levels.

Exploring the need for regional or county appraisers is documented by a law that went into effect July 1, 1993, which requires all county appraisers to be state licensed and certified. These officials, similar to the state officials, have to undergo a comprehensive certification program. In

Kansas, a county appraiser must have one-year of appraisal experience and pass the examination. Upon passing the examination, the individual must accumulate 120 education points of educational credits within a four-year time frame. These educational points are defined as contact hours. Courses provided with technical emphasis address only those specific technical training needs and rarely cover any of the fundamental educational requirements that a true professional can not function without, i.e., accounting, economics, mathematics, composition, communications, etc. The licensed county appraiser must have 2,000 hours of appraisal experience and 75 contact hours of education.

A local perspective is evidenced by the resignation of Phyllis Hoover, Montgomery County Appraiser, who is resigning her post for a position in Cherokee County. Her annual salary with Montgomery County was $32,000; her annual salary in this new position, effective January 1, 1994, will be $39,000. Hoover stated in an article in the Independence Daily Reporter Dec. 9, 1993, that Montgomery County has 23,100 parcels of property, whereas Cherokee County has 14,890 parcels. In other words, many of the counties are going to a multi-staffed appraisal office where the work load has a more manageable number of parcels enabling the appraiser the proper amount of time and attention necessary to make accurate appraisals/assessments.

The following criteria pursuant to Kansas Administrative Regulations 117-2-1,2,3, & 4 and Regulation 117-3-1 describe the course content emphasis, supported with evidence via Outcomes-Based Education in the following:

In contrast to the requirements and credentials needed for a state-level position, **Residential Real Estate Appraisers** need to have the following:

1. 75 clock hours of classroom education in subjects related to real estate appraising;

2. Successful completion of an examination pertinent to each course for which credit is received; and

3. Evidence (outcomes-based education) that the education covered all the following topics with emphasis on appraisal of one- to four-unit residential properties:

A. influences on real estate values;
B. legal considerations in appraisals;
C. types of value;
D. economic principles;
E. real estate markets and analysis;
F. valuation process;
G. property description;
H. highest and best use analysis;
I. appraisal statistical concepts;
J. site value;
K. sales comparison approach;
L. cost approach;
M. income approach;
N. valuation of partial interest; and
O. appraisal standards and ethics.

Requirements and credentials for a **General Real Estate Appraiser** are:

1. 165 hours of classroom education in subjects related to real estate appraisal, including coverage of the uniform standards of professional practice;

2. Successful completion of an examination pertinent to each course for which credit is received; and

3. Provide evidence (outcomes-based education) that the education covered all of the following topics with an emphasis on the appraisal of nonresidential properties:

A. influences on real estate values;
B. legal considerations in appraisal;
C. types of value;
D. economic principles;
E. real estate markets and analysis;
F. valuation process;
G. property descriptions;
H. highest and best use analysis;
I. appraisal math and statistics;
J. site value;

K. sales comparison approach;
L. cost approach;
M. income approach;
N. valuation of partial interests;
O. appraisal standards and ethics; and
P. narrative report writing.

Requirements and credentials for a **Certified Residential Real Property Appraiser** are:

1. 105 hours of classroom education in subjects related to real estate appraisal, including coverage of the uniform standards of professional practice;

2. Successful completion of an examination pertinent to each course for which credit is received; and

3. Provide evidence (outcomes-based education) that the education covered all of the following topics with an emphasis on the appraisal of nonresidential properties:

A. influences on real estate values;
B. legal considerations in appraisal;
C. types of value;
D. economic principles;
E. real estate markets and analysis;
F. valuation process;
G. property descriptions;
H. highest and best use analysis;
I. appraisal math and statistics;
J. site value;
K. sales comparison approach;
L. cost approach;
M. income approach;
N. valuation of partial interests;
O. appraisal standards and ethics; and
P. narrative report writing.

Summary

In summary, Independence Community College respectfully requests program approval for Property Appraisal/Assessment. Independence Community College is well positioned to develop a **three-tiered** approach to address the education and training needs of Kansans interested in property appraisal/assessment credentialing. **Tier I** would be granting of a certificate in Property Appraisal/Assessment which would be designed as an abbre-

viated, less intensive curriculum, with minimal general education requirements including, Business English, Introduction to Public Relations, Technical Mathematics, and Technical Writing. **Tier II** would be the Associate of Applied Science degree, which is designed for those students to have a 64-hour college credit program that provides intensive training on the subject of property appraisal/assessment. **Tier III** would be an Associate of Science degree which would encompass all the general education requirements set forth by the Kansas State Board of Education and provide technical course work opportunities for this program as well. The Associate of Science program would be geared toward the individual seeking the baccalaureate degree. Students interested in pursuing a state-level position would be required by statute to have this as a minimal degree.

As additional support to the need for this proposed program, there is currently a study by the Kansas Division of Personnel Services specifying a more exact number of vacancies and employment opportunities for this type of profession. This survey is to be completed in June of 1994.

After researching and discussing aspects of a Property Appraisal/Assessment Program with individuals at the Appraisal Institute in Chicago, Illinois; and, officials at Waukesha County Technical College in Pewaukee, Wisconsin; and, conversations with our local and state officials at the Kansas Department of Revenue, Division of Property Valuation, we discovered we are in the position to provide the educational programs needed to fulfill proposed requirements for licensing and certification of state, regional and local property appraisers/assessors. ICC already has in place many of the courses now recognized as requisites in such a program and is prepared to integrate the remaining courses necessary to fulfill all of the

requirements of a high-quality educational program in property appraisal/assessment.

Enclosed are the proposed syllabi for the new courses. As noted, several of the courses which make up the proposed curriculum in this program area are already being offered at Independence Community College. If there are any questions to this program request, please contact either Dr. Don Schoening, President; or Dr. Herb Swender, Dean of Instructional Services; at Independence Community College.

Property Appraisal/Assessment Program at Independence Community College

PROGRAM OBJECTIVES

OBJECTIVE #1:

To provide an accredited educational entity with training and educational services for property appraising and assessment personnel.

OBJECTIVE #2:

To meet the educational requirements to be mandated by the State of Kansas, other states, and anticipated federal regulations. This program will include the necessary educational credits and preparation to pass the state examination.

OBJECTIVE #3:

To provide a cost-effective training program for property appraising and assessment personnel.

OBJECTIVE #4:

To provide a barrier-free educational environment for prospective students with special learning needs.

OBJECTIVE #5:

To provide opportunities for rewarding careers in the field of property appraisal/assessment.

OBJECTIVE #6:

To raise the level of professionalism and meet the increased national, state, and local demand for more accuracy and accountability of appraisals and assessments.

PROPERTY APPRAISAL/ASSESSMENT PROGRAM
ADVISORY COUNCIL

Preston Haddan, Director of Vocational Activities
Independence Community College
P.O. Box 708
Independence, KS 67301
316-331-4100

Debra Havener, Associate Dean
Extended Instructional Studies
Independence Community College
P.O. Box 708
Independence, KS 67301
316-331-4100

Marion Johnson
Douglas County Appraiser
Douglas County Courthouse
1100 Massachusetts
Lawrence, KS 66044
913-832-5107

Senator Phil Martin
Room 504-N, State Capitol
Topeka, KS 66612
913-296-7370

Montgomery County Assessor
(Position vacant at present)
Montgomery County Courthouse
Independence, KS 67301
316-331-4510

Kim Moore, Education Coordinator
Division of Property Valuation
4th Floor, Docking State Office Building
915 Harrison
Topeka, KS 66612
913-296-6741

Jack Thomas
Citizen-At-Large Member
R. 1, Box 207
Elk City, KS 67344
316-627-2490

Bill White, Realtor
Bill White Real Estate Company
411 North Penn
Independence, KS 67301
316-331-7060

Property Appraisal/Assessment Certificate Program

GENERAL EDUCATION:

Business Communications - Business English 3
Public Relations.....3
Technical Math I 3
Technical Writing.....3

PROGRAM REQUIREMENTS:

Business Law.....3
Introduction to Computing.....3
Elective.....3
* Fundamentals of Property Appraisal.....3
Money & Banking.....3
Principles of Real Estate.....3
Real Estate Finance.....3
* Real Estate Records.....3

TOTAL CREDIT HRS.....35

RELATED SUPPORT COURSES:

* Building Design and Structure 3
* Fundamentals of Mass Appraisal.....3
* Property Assessment Law and Administration 3
* Real Estate Appraisal 3
* Real Estate Fundamentals.....3
* Real Estate Investments.....3
* Real Estate Law.....3
* Real Estate Mathematics.....3
* Valuation of Income Producing Properties.....3

Property Appraisal/Assessment
Associate of Applied Science Degree Program

GENERAL EDUCATION:

Elements of Economics I 3
Elements of Sociology 3
English Composition I or
Business Communications - Business English 3
General Psychology 3
Health and/or Physical Education 1
Introduction to Computing 3
Speech 3
Technical Math I 3

PROGRAM REQUIREMENTS:

Accounting I 3
* Building Design and Structure 3
Business Law 3
Elective 3
* Fundamentals of Mass Appraisal 3
* Fundamentals of Property Appraisal 3
Public Relations 3
Money & Banking 3
Principles of Real Estate 3
Real Estate Finance 3
* Real Estate Investments 3
* Real Estate Records 3
Technical Writing 3
* Valuation of Income Producing Properties 3

TOTAL CREDIT HRS 64

RELATED SUPPORT COURSES:

* Property Assessment Law and Administration 3
* Real Estate Appraisal 3
* Real Estate Fundamentals 3
* Real Estate Law 3
* Real Estate Mathematics 3

Property Appraisal/Assessment
Associate of Science Degree Program

GENERAL EDUCATION:

Arts and Humanities 9
from at least three (3) of the following disciplines: Art, history, literature, music, philosophy, foreign language, and theatre. Performance courses may not be used to satisfy this requirement.

College Algebra or higher level mathematics 3

English Composition I 3

English Composition II 3

Introduction to Computing 3

Science 10
of natural and physical science courses from at least two (2) disciplines which must include at least one (1) laboratory science course.

Social and Behavioral Sciences 9
from at least three (3) of the following disciplines: Anthropology, economics, geography, mass communication [2], political science, psychology, and sociology.

Speech 3

PROGRAM REQUIREMENTS:

Accounting I 3
* Building Design & Structure 3
Business Law 3
* Fundamentals of Property Appraisal 3
Principles of Real Estate 3
Real Estate Finance 3
* Real Estate Records 3
* Valuation of Income Producing Properties 3

TOTAL CREDIT HRS 67

RELATED SUPPORT COURSES:

* Fundamentals of Mass Appraisal 3
* Property Assessment Law and Administration 3
* Real Estate Appraisal 3
* Real Estate Fundamentals 3
* Real Estate Investments 3
* Real Estate Law 3
* Real Estate Mathematics 3

[2] Mass Communication courses include: Intro to Mass Communication, Strategic Planning in Public Relations and Introduction to Advertising. (News Writing, PageMaker and other application courses not included as general education courses.)

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
Request for Course Approval

Name of Institution Independence Comm College Date of Submission January 7, 1994

Address P.O. Box 708 City Independence ZIP Code 67301

X New Course Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change ____ Classification Change

____ Course Title Change ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Building Design and Structure

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic x Vocational ___ Remedial/Developmental

Signature of Community College Administrator Robert L. Swindle Title Dean/Instructional Services

SUBMIT TWO COPIES TO THE TEAM LEADER FOR COMMUNITY COLLEGES, KANSAS STATE BOARD OF EDUCATION, 120 S.E. 10TH AVENUE, TOPEKA, KANSAS 66612-1182.

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____ Approved ____ Academic ____ Provisionally approved/
____ Disapproved ____ Vocational expiration date _____
____ No Action

Comments _____

Team Leader for Community Colleges _____ Date _____

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA1003

Course Title: Building Design and Structure

Credit Hours: 3

Prerequisite: None.

Division and Discipline: Business & Technology Division

Course Description: A study of the fundamental concepts of good construction and design and their application to new construction, existing construction and remodeling. Graphic expression through the use of sketching and drawings. (This course is not designed to develop architectural competencies.)

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Develop a working knowledge of the terminology for the various construction fields; i.e., carpentry, masonry, heating and cooling and plumbing.
- Develop the ability to recognize materials commonly used in the building trades in accordance with accepted practices and code specifications.
- Develop an understanding of construction practices, relative to the building trades.
- Develop an understanding of the application of the theory of construction and remodeling.
- Develop the ability to express graphically through the use of sketching the basics of construction planning and design.
- Become familiar with the materials and methods of design and construction of light commercial and industrial properties.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	Job Control
Unit II:	Building Sites
Unit III:	Residential Planning
Unit IV:	Light Commercial and Industrial Building Planning
Unit V:	Mechanical Steps in Planning
Unit VI:	Materials and Data Courses
Unit VII:	Orientation
Unit VIII:	Foundations - Recognition and Graphic Expression
Unit IX:	Framing and Framing Terminology
Unit X:	Stair Building
Unit XI:	Wall Coverings and Insulations
Unit XII:	Floor Coverings
Unit XIII:	Masonry Construction
Unit XIV:	Heating and Ventilation
Unit XV:	Electrical Wiring
Unit XVI:	Plumbing
Unit XVII:	Remodeling

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
Request for Course Approval

Name of Institution Independence Comm College Date of Submission January 7, 1994

Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course — Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change — ____ Classification Change

____ Course Title Change — ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Fundamentals of Mass Appraisal

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

____ Academic XX Vocational ____ Remedial/Developmental

Signature of Community College Administrator Herbert J. Devaude Title Dean/Instructional Services

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____ Disapproved ____ Vocational expiration date _____
____ No Action

Comments _____

Team Leader for Community Colleges _____ Date _____

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA1013

Course Title: Fundamentals of Mass Appraisal

Credit Hours: 3

Prerequisite: None.

Division and Discipline: Business & Technology Division

Course Description: A study of basic statistics, analysis and measurement of assessment uniformity. The development and use of various mass appraisal methods and techniques. The need for and the procedures to be utilized in carrying out the revaluation project are analyzed. Demonstrations, drills, case problems, quizzes, and examinations are utilized in the instructional process.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Identify sources of data required in the mass appraisal of real property.
- Explain the relationship between the three approaches to value and the mass appraisal process.
- List the resources that must be analyzed prior to beginning a revaluation project.
- Explain the general function of the sales-ratio study.
- Arrange data into a frequency distribution and compute the various measures of central tendency.
- Determine a coefficient of dispersion, coefficient of variation and standard deviation.
- Calculate a price-related differential.
- Develop an understanding of the use of the normal curve.
- Explain the use of scatter diagrams and linear analysis.
- Define the assessment function and relate this function to the mass appraisal process.
- Calculate personnel requirements of a revaluation project.
- Explain the construction and use of various valuation schedules.
- List units of comparison for different types of property.
- Apply the appraisal process by use of data processing.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	The Mass Appraisal Process
Unit II:	Statistics in Mass Appraisal
Unit III:	Measurement of Assessment Uniformity
Unit IV:	Mass Appraisal System
Unit V:	Implementation of Mass Appraisal Methods and Techniques
Unit VI:	Utilization of Data Processing the Application of the Appraisal Process

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
Request for Course Approval

Name of Institution Independence Comm College Date of Submission January 7, 1994

Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change ____ Classification Change

____ Course Title Change ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Property Assessment Law and Administration

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Apprisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic XX Vocational ___ Remedial/Developmental

Signature of Community College Administrator [signature] Title Dean/Instructional Servic

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____ No Action

Comments

Team Leader for Community Colleges Date

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA2003

Course Title: Property Assessment Law and Administration

Credit Hours: 3

Prerequisite: Real Estate Fundamentals, Building Design and Structure

Division and Discipline: Business & Technology Division

Course Description: The history of the legal aspects and purpose of property assessment law as it applies to the practice of ad valorem taxation, and the methodology and administration of ad valorem procedures.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Understand the history of Assessment Law.
- Gain a working knowledge of Assessment Law.
- Know the legal makeup and functions of the Kansas Department of Revenue.
- Gain an understanding of discovery, listing, and real property valuation.
- Be able to value property utilizing the fixed asset schedules and indexing factors.
- Understand and be able to use assessment forms and records.
- Develop an understanding of public relations.
- Develop an understanding of methods of measuring assessment uniformity.
- Develop an understanding of office structure and procedures and personnel management.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I: Assessment Law
Unit II: Assessment Administration

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
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Kansas Community Colleges
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Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course — Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change — ____ Classification Change

____ Course Title Change — ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Real Estate Appraisal

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic XX Vocational ___ Remedial/Developmental

Signature of Community College Administrator Robert J. Laramie Title Dean/Instructional Serv

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____ No Action

Comments

Team Leader for Community Colleges Date

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA2013

Course Title: Real Estate Appraisal

Credit Hours: 3

Prerequisite: Real Estate Fundamentals and/or consent of instructor.

Division and Discipline: Business & Technology Division

Course Description: The Presentation of the rudiments of residential appraising. As an applied study of the mechanics of Real Estate Appraisal actual case study problems reinforce student knowledge of the appraisal theory and techniques utilized.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Apply professional appraisal methods of property valuation to residential real estate.
- Perform appraisal analysis in a fee appraisal assignment requiring the completion of industry standard forms and reports.
- Develop a realistic understanding of the valuation process distinguish types of values and partial interests; analyzing and identifying highest & best use.
- Understand the application of the appraisal business in typical activities of the Real Estate industry.
- Develop a basic understanding of, and appreciation form, the profession of appraising and related professional responsibilities to clients and peers.
- Understand & apply the mathematical concepts unique to appraising methodology.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	Nature of Property and Value
Unit II:	Financing Instruments and Documents
Unit III:	The Appraisal Process
Unit IV:	Comparative Sales Approach
Unit V:	Technique of the Cost Approach
Unit VI:	Technique of the Residential Income Approach
Unit VII:	Correlation and Final Estimates of Value
Unit VIII:	Completing the Appraisal Forms & Reports
Unit IX:	Valuation of Partial Interests
Unit X:	Final Exam

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
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Address P.O. Box 708 City Independence ZIP Code 67301

XXX New Course — Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change — ____ Classification Change

____ Course Title Change — ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Real Estate Finance

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic XX Vocational ___ Remedial/Developmental

Signature of Community College Administrator Herbert J. Swenson Title Dean/Instructional Serv

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Comments _____

Team Leader for Community Colleges _____ Date _____

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA2023

Course Title: Real Estate Finance

Credit Hours: 3

Prerequisite: Real Estate Fundamentals and/or consent of instructor.

Division and Discipline: Business & Technology Division

Course Description: An applied study of money markets, interest roles and financing of Real Estate. Actual cases are used for illustrations. Lending policies, problems, and rules involved in financing real property are explored.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Explain the importance of finance in the field of Real Estate and utilize the jargon of the Real Estate finance profession.
- Determine the sources of funds for particular types of Real Estate and forms of ownership.
- Demonstrate the Real Estate professional's role in the financial transaction.
- Enable the student to make a risk analysis and utilize alternative methods for financing a home
- Develop an understanding of the intricacies of the various Real Estate finance packages.
- Be aware of the role of government involvement with regard to a managed economy impacting on Real Estate finance.
- Be aware of valuation approaches considering financial conditions when appropriate, i.e. income and investment properties.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	Background of Real Estate Financing
Unit II:	The Availability and Sources of Mortgage Funds
Unit III:	Households: Affordability and Decisions to Borrow and Buy
Unit IV:	Analysis for Financing Income Properties

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
Request for Course Approval

Name of Institution Independence Comm College Date of Submission January 7, 1994

Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course — Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change — ____ Classification Change

____ Course Title Change — ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Real Estate Fundamentals

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Apprisal/Assessment Program outcomes and objectives.

Classification of Instruction:

____ Academic XXX Vocational ____ Remedial/Developmental

Signature of Community College Administrator Robert J. Laverde Title Dean/Instructional Serv:

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____ No Action

Comments

Team Leader for Community Colleges Date

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA1023

Course Title: Real Estate Fundamentals

Credit Hours: 3

Prerequisite: None

Division and Discipline: Business & Technology Division

Course Description: An introduction to the basic principles of Real Estate. It is designed to provide a foundation for those going into Real Estate as a career and also basic information for the owners and/or sellers of business, industrial and residential property. This course provides a decision-oriented approach to basic concepts.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Explain and analyze the fundamental skills and concepts applied to problem solving by the Real Estate practitioner.
- Develop a mastery of these concepts that enable the student to solve a wide range of Real Estate related problems facing the private and public sectors and the business.
- Highlight the interrelationships of the various disciplines within the broad descriptive category of Real Estate.
- Emphasize the need to keep pace with trends and developments in the Real Estate business.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	Introduction to Real Estate Business
Unit II:	Nature and Description of Real Estate
Unit III:	Rights and Interests in Land
Unit IV:	Forms of Ownership
Unit V:	Transferring Title
Unit VI:	Recordation, Abstracts and Title Insurance
Unit VII:	Contract Law
Unit VIII:	Real Estate Sales Practices
Unit IX:	Mortgage and Note
Unit X:	Deed of Trust
Unit XI:	Lending Practices
Unit XII:	Sources and Types of Financing
Unit XIII:	Taxes and Assessments
Unit XIV:	Title Closing and Escrow
Unit XV:	Real Estate Leases
Unit XVI:	Real Estate Appraisal
Unit XVII:	Owner-Broker Relationship
Unit XVIII:	Licensing Laws and Professional Affiliation
Unit XIX:	Condominiums, Cooperatives, PUDS and Timeshares
Unit XX:	Property Insurance
Unit XXI:	Land-Use Control
Unit XXII:	Real Estate and the Economy
Unit XXIII:	Real Estate Investment

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
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Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change ____ Classification Change

____ Course Title Change ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Real Estate Investments

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic XXX Vocational ___ Remedial/Developmental

Signature of Community College Administrator Robert J. Sweade Title Dean/Instructiuoal Serv

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____ No Action

Comments ____

Team Leader for Community Colleges ____ Date ____

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA2033

Course Title: Real Estate Investments

Credit Hours: 3

Prerequisite: Real Estate Fundamentals

Division and Discipline: Business & Technology Division

Course Description: Includes the functions of basic concepts of Real Estate investment fundamentals and the management of Real Estate properties for the investor.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Develop a basic understanding in the methods of real property investment for the investor.
- Develop sound judgment and reasoning skills in solving the complexing problems that confront the professional investor.
- Develop an appreciation of the impact-role the property investor plays in our free society.
- Gain the ability to invest in real property by gaining a sense of proportion and perspective using modern techniques; i.e., computer applications.
- Gain insight into Real Estate counseling and an understanding of its definition as applied to the Uniform Standards of Professional Appraisal Practice.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	What You Must Know Before You Invest
Unit II:	How Mortgage Affects Your Investment
Unit III:	Depreciation
Unit IV:	Check Lists and Forms
Unit V:	Investment Analysis Applications
Unit VI:	Real Estate Management for the Investor/Leasehold and Leased Fee Valuation

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
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Kansas Community Colleges
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Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course — Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change — ____ Classification Change

____ Course Title Change — ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Real Estate Law

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic XX Vocational ___ Remedial/Developmental

Signature of Community College Administrator Robert J. Sercombe Title Dean/Instructional Serv:

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____ No Action

Comments

Team Leader for Community Colleges Date

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA1033 -

Course Title: Real Estate Law

Credit Hours: 3

Prerequisite: None

Division and Discipline: Business & Technology Division

Course Description: A systematic study in which the basic legal aspects of Real Estate are presented through explanations and discussion. Special attention is devoted to the nature of Real Estate as a career and also basic information for the owners and/or sellers of business, industrial and residential property. This course provides a decision-oriented approach to basic concepts. It meets 34 hours of state education requirements for real estate sales licensing.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Acquaint with the fundamentals of Real Estate involved in the ownership and transfer of real property interest.
- Describe the techniques and procedures by which real property transactions are completed.
- Present the basic legal principles in a practical and useful manner for decision-making needs of those interested in the Real Estate field.
- Present the legal aspects of Real Estate in a manner which will denote to the student that the practice of Real Estate and the practice of law are not the same (synonymetric).
- Successfully pass the state law portion of the Kansas Real Estate Sales License Exam.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

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Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	Introductory Overview of Kansas Real Estate Law and Regulations
Unit II:	Duties of the Real Estate Broker and Salesperson
Unit III:	The Law and Misrepresentation
Unit IV:	Offer to Purchase
Unit V:	Closing the Real Estate Transaction
Unit VI:	Descriptions of Real Estate
Unit VII:	Land Contracts, Deeds, Lease Forms
Unit VIII:	Descriptions of Real Estate
Unit IX:	Contractual Aspects of Listing
Unit X:	Law of Contracts as They Relate to Selling
Unit XI:	Financing
Unit XII:	Consumer Protection
Unit XIII:	Real Estate Math
Unit XIV:	Real Estate Syndications

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
Request for Course Approval

Name of Institution Independence Comm College Date of Submission January 7, 1994

Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course — Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change — ____ Classification Change

____ Course Title Change — ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Real Estate Mathematics

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic XX Vocational ___ Remedial/Developmental

Signature of Community College Administrator Robert J. Lucido Title Dean/Instructional Servi

SUBMIT TWO COPIES TO THE TEAM LEADER FOR COMMUNITY COLLEGES, KANSAS STATE BOARD OF EDUCATION, 120 S.E. 10TH AVENUE, TOPEKA, KANSAS 66612-1182.

FOR STATE USE ONLY

____ Approved ____ Academic ____ Provisionally approved/
____ Disapproved ____ Vocational expiration date _____
____ No Action

Comments _____

Team Leader for Community Colleges _____ Date _____

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA1043

Course Title: Real Estate Mathematics

Credit Hours: 3

Prerequisite: None

Division and Discipline: Business & Technology Division

Course Description: Development and use of math with reference to the Real Estate business. Subjects covered include basic math knowledge; mortgage coefficients and amortization schedules; analytic procedures for use in Real Estate investment and valuation; relationship of Ellwood approaches to capitalization; purchase and lease back math calculations. Course content can be applied to residential and general appraiser certification educational requirements.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Understand and apply mathematical applications to various real estate problem situations.
- Analyze Real Estate investment and valuation situations by applying various mathematical procedures to available data.
- Operate a financial calculator in situations involving investment or valuation problems.
- Utilize basic computer application programs and understand their system logic documentation.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

VII. ATTENDANCE REQUIREMENTS

Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	Review of Basic Math Concepts
Unit II:	List Price and Sale Price
Unit III:	Real Estate Commissions
Unit IV:	Points
Unit V:	Mortgage Interest and Principal
Unit VI:	Percentage Leases
Unit VII:	Real Estate Taxes
Unit VIII:	Real Property Insurance: Title, Hazard, and Mortgage
Unit IX.	Proration
Unit X:	Closing Statements
Unit XI:	Closing Statements
Unit XII:	Property Description Math Applications
Unit XIII:	Appraising Math Applications
Unit XIV:	Depreciation
Unit XV:	Investment Analysis: Calculating the Rate of Return

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
Form No. 0-411-108
(7-92)

Kansas Community Colleges
Request for Course Approval

Name of Institution Independence Comm College Date of Submission January 7, 1994

Address P.O. Box 708 City Independence ZIP Code 67301

XX New Course — Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change — ____ Classification Change

____ Course Title Change — ____ Resubmission

Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Real Estate Records

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

___ Academic XX Vocational ___ Remedial/Developmental

Signature of Community College Administrator [signature] Title Dean/Instructional Servi

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FOR STATE USE ONLY

____ Approved ____ Disapproved ____ No Action

____ Academic ____ Vocational

____ Provisionally approved/ expiration date ____

Comments

Team Leader for Community Colleges Date

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA1053

Course Title: Real Estate Records

Credit Hours: 3

Prerequisite: None

Division and Discipline: Business & Technology Division

Course Description: Real Estate Records is specifically designed to expose the student to Real Estate record systems utilized by sales/brokers, appraisers, local political jurisdictions, county, state and federal governmental agencies. Field trips to site locations are part of the learning activities.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Differentiate between jurisdictions of local, county, state, and federal agencies.
- Demonstrate abilities to properly enter real estate records in accordance with local and state regulations.
- Identify three accepted systems of real estate transactions.
- Demonstrate minimum cognitive skills on interpreting survey map information.
- Analyze, compare, and contrast two Kansas counties and identify similarities and differences in recording real estate transactions.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

IV. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

It is expected that the student attend all class sessions, complete assigned readings, and participate in the discussion of educational topics for that class period.

V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

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Students are expected to attend all classes. However, in the event of an absence, it is the student's responsibility to notify the instructor of his/her absence so that the class materials can be made available prior to the next class setting. Attendance is important for learner success.

VIII. TOPICS TO BE COVERED

Unit I:	Record Systems
Unit II:	State and Regional Records
Unit III:	Court House Records
Unit IV:	City, Village and Town Records
Unit V: T	Title Records
Unit VI:	Bookkeeping Records
Unit VII:	Real Estate Agency Records
Unit VIII:	Personal Records

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Kansas State Board of Education
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XXX New Course Semester of Proposed Course Initiation: Summer 1994

____ Credit Hour Change ____ Classification Change

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Credit Hours 3 Hours Per Week: 0 Lab 3 Lecture

Course Title Valuation of Income Producing Properties

Applicable Program and CIP Code (Use Master Course List) 52.1501 Property Appraisal/Assessment

Justification of New Course and/or Changes: Integral part of the Property Appraisal/Assessment Program outcomes and objectives.

Classification of Instruction:

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____ No Action

Comments

Team Leader for Community Colleges Date

INDEPENDENCE COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Code: PAA2043

Course Title: Valuation of Income Producing Properties

Credit Hours: 3

Prerequisite: Real Estate Appraisal and/or consent of instructor.

Division and Discipline: Business & Technology Division

Course Description: Detailed instruction in the income approach to valuation of commercial, multi-family and industrial property. A review of the cost and comparative sales approaches to value. Course content involves the processing, analyzing and capitalizing an income stream utilizing the basic capitalization methods and the three known residual techniques.

II. OBJECTIVES

Upon completion of this course, the student will be able to:

- Develop a knowledge of the effects of finance on value of income producing properties.
- Understand the important of leases in the income-value relationship.
- Reconstruct an income and expense statement.
- Analyze the shape and behavior of an income steam.
- Develop a capitalization rate.
- Convert an income stream into a capital sum or value estimate.

III. TEXTBOOK AND OTHER REQUIRED MATERIALS

Required textbook. Handouts and supplemental materials will be provided.

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V. REFERENCES

See Appendix A.

VI. METHODS OF EVALUATION

A variety of evaluation methods will be used to determine the learner's success: classroom participation, completed written assignments, study questions, quizzes, and exams. The grade scale will be: 100-92% - A; 91-82% - B; 81-70% - C; 69-60% - D.

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VIII. TOPICS TO BE COVERED

Unit I:	Review of the Appraisal Process
Unit II:	Review the Sales Comparison Approach to Value
Unit III:	Review the Valuation of Land
Unit IV:	Review the Cost Approach to Value
Unit V:	The Income Approach
Unit VI:	Correlation of the Final Estimate of Value

IX. NEXT COURSE IN SEQUENCE: None

DATE: Spring 1994

Prepared by: Dr. Herbert J. Swender

Descriptions of Pre-Approved Courses Applicable for Property Appraisal/Assessment

Business Communications - Business English ..... 3 hrs.
Introduces bank employees and potential bank employees to grammar and composition with a practical, bank-oriented emphasis. Prerequisites: None.

College Algebra ..... 3 hrs.
Designed for the student who needs an algebra course to bridge the gap between beginning algebra and the more advanced courses in pre-calculus mathematics. Topics presented at the college algebra level will place strong emphasis on factoring, solving linear equations and linear inequalities, exponents, and radicals, solving quadratic equations, systems of equations, graphing and introduction to functions and some advanced topics to prepare students for other subsequent mathematics courses. Prerequisite: Two units of high school algebra or a grade of "C" in Beginning Algebra.

Elements of Economics I ..... 3 hrs.
General survey of our present economic system. Practical and theoretical considerations given to such topics as national income, employment, and economic growth. Foundation course for all specialized studies in economics. Prerequisite: None.

Elements of Sociology ..... 3 hrs.
The basic principles, theoretical approaches, processes and institutions in the social world are investigated and related to the evaluation of post-industrialized cultures. Stresses the development of family, religion, education, government, and the economic system as social institutions. Prerequisite: None.

English Composition I ..... 3 hrs.
Includes an integration of reading and writing skills from a practical standpoint. Prerequisite: None.

English Composition II ..... 3 hrs.
A continuation of English Composition I with some emphasis on research. Prerequisite: English Composition I.

General Psychology ..... 3 hrs.
A) Lecture Method. An introduction to theoretical and practical aspects of human behavior. Topics include learning, physiological mechanisms, perception, personality, behavior disorders, motivation and emotion.
B) Individualized instruction method. Topics selected with permission of instructor and must correlate with the student's major area of interest. Prerequisite: None.

Introduction to Computing ..... **3 hrs.**
Provides the student with an introduction into the world of computing. It is assumed the student enters the course with no prior background in the area of computer operations, usage, or programming experience. Prerequisite: None.

Public Relations ..... **3 hrs.**
Designed for those students wanting to develop their competencies in the field of public relations. Students prepare press releases, brochures, programs, biographical material on students and faculty members, plan the details and make arrangements for large and small banquets, and learn many other skills which will be required by a public relations person. Prerequisite: None.

Speech ..... **3 hrs.**
This course is specifically designed for students who have had one semester or less of high school speech. It is a basic course designed to prepare students to communicate effectively, with emphasis on public speaking. Instruction is given in the planning and construction of a speech as well as its delivery. This course fulfills the speech requirement. Prerequisite: None.

Technical Math I ..... **3 hrs.**
This course is designed to offer the technical mathematics associated with vocational and technical programs. The course is in the nature of applied mathematics, as the specific course content varies depending upon the program in which the course is offered. Typically applied science degree programs in engineering technology feature these courses.

Technical Writing ..... **3 hrs.**
Stresses the application of the principles of exposition to the actual problems of students in technical education. The course covers current problems and research in the student's area of specialization. This course does not meet English or humanities requirements for an associate of arts or associate of science degree. Prerequisite: English Composition I and English Composition II or consent of instructor.

Kansas Community Colleges

Mission and Scope

Kansas community colleges offer postsecondary education opportunities in academic and vocational programs. Although the community colleges were originally authorized to offer freshman and sophomore level college courses the offerings have expanded to include the following:

- College transfer education
- Vocational technical education
- Developmental education
- Community services
- Training for business and industry
- Student services

Governance

The nineteen Kansas community colleges are governed by elected local boards of trustees and are under the general supervision of the Kansas State Board of Education.

Admission Policies

Kansas community colleges maintain an open admission policy which permits them to admit any graduate of an accredited high school, completer of a GED program or a high school senior with at least fifteen units of credit.

Accreditation

All nineteen Kansas public community colleges are accredited by the North Central Association of Colleges and Schools and by the Kansas State Board of Education.

Tuition and Fees

By Kansas statute, tuition at community colleges is fixed at a range between $19.00-$27.00 per credit hour for the 1992-93 academic year. As a result, an incoming student taking an average load of 15 credit hours should expect to pay from $285.00 to $405.00 per semester for tuition.

Transfer of Credit

As accredited institutions, college credit earned at a community college will transfer to private or public colleges or universities both in Kansas and out-of-state.

Vocational Programs

Kansas community colleges offer a wide variety of vocational programs. These programs fall within the following occupational areas: Agriculture, Health, Occupational and Consumer Home Economics, Technology Education, Marketing and Business. Today's vocational programs go beyond the traditional program offerings and include areas such as entrepreneurship, aviation technology, robotics and many others.

Kansas community colleges offer a unique blend of education by providing students with both vocational and academic courses and programs. Students may prepare not only for immediate employment but also for life long learning skills. Community colleges also serve adults who return to school for training for advancement or job change.

The content of this document is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the community college in order to fulfill its role and mission or to accomodate to circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

An Equal Employment/Educational Opportunity Agency
The Kansas State Board of Education does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 may be directed to the Title IX Coordinator, who can be reached at (913) 296-2424, 120 S.E. Tenth Avenue, Topeka, Kansas 66612-1182, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Kansas Public Community Colleges

For additional information, contact the following institutions:

Allen County Community College
1801 North Cottonwood
Iola, KS 66749-1998
(316) 365-5116
President: Dr. Bill Griffin

Barton County Community College
Route 3, Box 1062
Great Bend, KS 67530-9283
(316) 792-2701
President: Dr. Jimmie Downing

Butler County Community College
901 S. Haverhill Rd.
El Dorado, KS 67042-3280
(316) 321-5083
President: Dr. Rodney V. Cox

Cloud County Community College
P.O. Box 1002
Concordia, KS 66901-1002
(913) 243-1435
President: Dr. James P. Ihrig

Coffeyville Community College
11th & Willow
Coffeyville, KS 67337
(316) 251-7700
President: Dr. Dan Kinney

Colby Community College
1255 South Range
Colby, KS 67701
(913) 462-3984
President: Dr. Mikel V. Ary

Cowley County Community College
125 South 2nd
Arkansas City, KS 67005-1147
(316) 442-0430
President: Dr. Pat McAtee

Dodge City Community College
2501 North 14th
Dodge City, KS 67801-2399
(316) 225-1321
President: Dr. Thomas Gamble

Fort Scott Community College
2108 South Horton
Fort Scott, KS 66701
(316) 223-2700
President: Dr. Laura Meeks

Garden City Community College
801 Campus Drive
Garden City, KS 67846
(316) 276-7611
President: Dr. James H. Tangeman

Highland Community College
Box 68
Highland, KS 66035
(913) 442-3238
President: Dr. Eric Priest

Hutchinson Community College
1300 North Plum
Hutchinson, KS 67501
(316) 665-3500
President: Dr. Ed Berger

Independence Community College
Box 708
College Avenue & Brookside Drive
Independence, KS 67301-0708
(316) 331-4100
President: Dr. Jo Ann McDowell

Johnson County Community College
12345 College at Quivira Road
Overland Park, KS 66210-1299
(913) 469-8500
President: Dr. Charles J. Carlson

Kansas City Kansas Community College
7250 State Avenue
Kansas City, KS 66112
(913) 334-1100
President: Dr. Bill Spencer

Labette Community College
200 South 14th, Box 887
Parsons, KS 67357
(316) 421-6700
President: Vacant

Neosho County Community College
1000 South Allen
Chanute, KS 66720-2699
(316) 431-2820
President: Dr. George Van Allen

Pratt Community College
Highway 61
Pratt, KS 67124
(316) 672-5841
President: Dr. W. A. Wojciechowski

Seward County Community College
Box 1137
Liberal, KS 67905-1137
(316) 624-1951
President: Mr. Don Gudi

Lee Droegemueller
Commissioner

Ferman Marsh
Assistant Commissioner

For Additional Information Contact:

Kansas State Board of Education
Community Colleges
120 S. E. 10th Avenue
Topeka, Kansas 66612-1182
(913) 296-2635

(Revised 1-92)

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Comprehensive Community Colleges Kansas

VOCATIONAL PROGRAMS	Allen County CC	Barton County CC	Butler County CC	Cloud County CC	Coffeyville CC	Colby CC	Cowley County CC	Dodge City CC	Fort Scott CC	Garden City CC	Highland CC	Hutchinson CC	Independence CC	Johnson County CC	Kansas City CC	Labette CC	Neosho County CC	Pratt CC	Seward County CC
Accounting Clerk								X						X					
Addiction Counseling															X				
Agriculture Equipment Technology											X								
Agriculture Mechanics								X				X						X	
Ag. Products & Processing											X								
Ag. Supplies and Services		X		X		X	X	X										X	
Aircraft Airframe Technology							X											X	
Aircraft Powerplant Technology							X												
Auto Body			X														X		
Auto Mechanics		X	X				X	X		X				X			X	X	
Aviation Technology				X															
Banking								X	X			X	X		X		X		
Biomedical Equipment Technology														X					
Broadcasting Radio/TV					X	X		X											
Building Trades - Carpentry			X				X			X		X					X	X	
Chemical Technology														X					
Child Care Management	X	X	X	X			X	X				X	X		X			X	
Civil Engineering Technology													X	X					
Commercial Art														X		X			
Communications Technology											X								
Computer Electronics		X													X				
Computer Systems Technology					X									X					
Cosmetology		X					X	X	X	X			X						
Data Processing		X	X				X		X			X	X	X	X	X			X
Dental Hygiene														X					
Diesel Mechanics		X							X										
Dietetic Assistant		X																	
Drafting		X	X				X			X		X	X	X	X				
Electrical Lineman																		X	
Electronics	X		X				X	X				X		X			X		
Emergency Medical Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
Energy Technology														X					
Entrepreneurship														X					
Equine Management	X					X		X						X					
Farm and Ranch Management	X	X	X	X		X	X	X	X	X	X	X						X	X
Farm Business Analysis				X								X							
Fashion Merchandising				X				X						X					
Fire Science		X	X					X				X		X	X	X			
Graphic Arts (Printing)	X					X													
Hazardous Materials Tech		X													X				
Hazardous Waste Management					X														
Heating Air Conditioning																X			
Horticulture					X														

	GENERAL EDUCATION/COLLEGE TRANSFER	ABE/GED	HOUSING - College Owned Dormitories	DEGREES AVAILABLE - Associate of Applied Science	Associate of Arts	Associate of General Studies	Associate of Science
Allen County CC	X	X	X	X	X	X	X
Barton County CC	X	X	X	X	X	X	X
Butler County CC	X	X	X	X	X	X	X
Cloud County CC	X	X	X	X	X	X	
Coffeyville CC	X	X	X	X	X	X	X
Colby CC	X	X	X	X	X	X	X
Cowley County CC	X	X	X	X	X	X	X
Dodge City CC	X	X	X	X	X	X	X
Fort Scott CC	X	X	X	X	X		X
Garden City CC	X	X	X	X	X	X	
Highland CC	X	X	X	X	X	X	
Hutchinson CC	X	X	X	X	X	X	
Independence CC	X	X	X	X	X	X	X
Johnson County CC	X	X		X	X		X
Kansas City CC	X	X		X	X	X	X
Labette CC	X	X	X	X	X	X	
Neosho County CC	X	X	X	X	X	X	X
Pratt CC	X	X	X	X	X	X	X
Seward County CC	X	X	X	X	X	X	X

	Allen County CC	Barton County CC	Butler County CC	Cloud County CC	Coffeyville CC	Colby CC	Cowley County CC	Dodge City CC	Fort Scott CC	Garden City CC	Highland CC	Hutchinson CC	Independence CC	Johnson County CC	Kansas City CC	Labette CC	Neosho County CC	Pratt CC	Seward County CC
Hospitality Mgt./Food Service			X			X								X					
Housing Interior Design		X												X					
Insurance Technology									X										
Integrated Technologies			X																
International Business															X				
Interpreter Trng.-Sign Language														X					
Livestock Mgmt. & Merchandising			X																
Machine Tool/Shop Technology		X					X					X							
Maintenance & Repair Mechanic									X										
Mgmt. Dev./Small Bus. Mgmt.	X	X		X	X										X				
Mfg. & Indus. Prod. Technology	X							X		X		X		X	X				
Medical Lab Technology		X													X				X
Medical Records Technology								X				X							
Mental Health Technician							X							X	X	X			
Mid Management (Retraining)	X	X	X		X		X	X	X	X		X	X	X	X		X	X	X
Mortuary Science														X					
Nursing (ADN)		X	X	X			X		X	X	X	X		X	X	X	X	X	X
Nursing (LPN)		X	X			X		X								X	X	X	X
Nursing Assist./Aide	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
Nursing Home Administration	X	X		X											X				
Occupational Therapy Assisting		X																	
Office Education-Secretarial	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Office Supervision Mgmt.			X																
Paralegal/Legal Assisting												X		X	X				
Petroleum Technology		X																	
Physical Therapy Assistant							X								X				
Plastics Technology																	X		
Police Academy														X					
Police Science-Criminal Justice		X	X				X	X		X	X	X		X	X	X			X
Postal Service Administration															X				
Radiation Prot. Tech.	X																		
Radiological Technician												X				X			
Recreation Therapy															X				
Respiratory Therapy														X		X			X
Special Education Paraprofessional			X				X	X		X		X				X			
Special Ed. Para. Hearing Impaired	X																		
Trade & Ind. Sup. & Mgmt.		X						X								X			
Travel and Tourism					X										X				
Truck Driving									X	X									
Veterinary Technology							X												
Waste Water Technology									X	X									
Welding			X					X								X		X	X
Word Processing		X					X	X				X		X					

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Kansas Community Colleges

Mission and Scope

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Kansas community colleges offer a wide variety of vocational programs. These programs fall within the following occupational areas: Agriculture, Health, Occupational and Consumer Home Economics, Technology Education, Marketing and Business. Today's vocational programs go beyond the traditional program offerings and include areas such as entrepreneurship, aviation technology, robotics and many others.

Kansas community colleges offer a unique blend of education by providing students with both vocational and academic courses and programs. Students may prepare not only for immediate employment but also for life-long learning skills. Community colleges also serve adults who return to school for training for advancement or job change.

The content of this document is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the community college in order to fulfill its role and mission or to accomodate to circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

An Equal Employment/Educational Opportunity Agency
The Kansas State Board of Education does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 may be directed to the Title IX Coordinator, who can be reached at (913) 296-2424, 120 S.E. Tenth Avenue, Topeka, Kansas 66612-1182, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Kansas Public Community Colleges

For additional information, contact the following institutions:

Allen County Community College
1801 North Cottonwood
Iola, KS 66749-1698
(316) 365-5116
President: Mr. John Masterson

Barton County Community College
Route 3, Box 1367
Great Bend, KS 67530-9283
(316) 792-2701
President: Dr. Jimmie Downing

Butler County Community College
901 S. Haverhill Rd.
El Dorado, KS 67042-3280
(316) 321-2222
President: Dr. Rodney Cox

Cloud County Community College
P.O. Box 1002
Concordia, KS 66901-1002
(913) 243-1435
President: Dr. James P. Ihrig

Coffeyville Community College
11th & Willow
Coffeyville, KS 67337
(316) 251-7700
President: Dr. Dan Kinney

Colby Community College
1255 South Range
Colby, KS 67701
(913) 462-3984
President: Dr. Milon V. Ary

Cowley County Community College
125 South 2nd, P.O. Box 1147
Arkansas City, KS 67005-1147
(316) 442-0430
President: Dr. Pat J. McAtee

Dodge City Community College
2501 North 14th
Dodge City, KS 67801-2399
(316) 225-1321
President: Dr. Thomas Gamble

Fort Scott Community College
2108 South Horton
Fort Scott, KS 66701
(316) 223-2700
President: Dr. Laura Meeks

Garden City Community College
801 Campus Drive
Garden City, KS 67846
(316) 276-7611
President: Dr. James Tangeman

Highland Community College
P.O. Box 68
Highland, KS 66035
(913) 442-3238
President: Dr. Eric Priest

Hutchinson Community College
1300 North Plum
Hutchinson, KS 67501
(316) 665-3500
President: Dr. Ed Berger

Independence Community College
Box 708
College Avenue & Brookside Drive
Independence, KS 67301-0708
(316) 331-4100
President: Dr. Dan Schoening

Johnson County Community College
12345 College at Quivira Road
Overland Park, KS 66210-1299
(913) 469-8500
President: Dr. Charles J. Carlsen

Kansas City Kansas Community College
7250 State Avenue
Kansas City, KS 66112
(913) 334-1100
President: Dr. Thomas Burke

Labette Community College
200 South 14th, Box 887
Parsons, KS 67357
(316) 421-6700
President: Dr. Joe Bermingham

Neosho County Community College
1000 South Allen
Chanute, KS 66720-2699
(316) 431-2820
Interim President: Dr. James Spriger

Pratt Community College
Highway 61
Pratt, KS 67124
(316) 672-5641
President: Dr. William A. Wischkaemper

Seward County Community College
Box 1137
Liberal, KS 67905-1137
(316) 624-1951
President: Mr. Don Guild

For Additional Information Contact:

Kansas State Board of Education
Community Colleges
120 S. E. 10th Avenue
Topeka, Kansas 66612-1182
(913) 296-2635

Comprehensive Community Colleges Kansas

Lee Droegemueller
Commissioner

Ferman Marsh
Assistant Commissioner

Kansas State Board of Education
Kansas State Education Building
120 S.E. Tenth Avenue, Topeka, Kansas 66612
(Revised 2-93)

BEST COPY AVAILABLE

ALLEN COUNTY CC
- Adult Care Home Administration
- Child Care Management
- Distributive Ed /Mid Management
- Electrical and Electronics Repair
- Emergency Medical Technology
- Farm & Ranch Management/Production
- Geriatric Aide
- Home Health Aide
- Horse Production
- Management Development
- Manufacturing Technology
- Medication Aide
- Nursing Assistant
- Paraprofessional/Hearing Impaired
- Printing Certificate
- Radiation Protection Technology
- Secretarial Technology

BARTON COUNTY CC
- Adult Health Care
- Agribus /Supplies and Services
- Automotive Technologies
- Child Care and Guidance
- Computer Electronics
- Cosmetology
- Data Processing Technologies
- Diesel Mechanics Program
- Dietetic Assistant Program
- Distributive Ed /Mid Management
- Drafting/Architectural Drafting Tech
- Emergency Medical Technology
- Farm and Ranch Management/Production
  - Production Irrigation Option
- Fire Science
- Geriatric Aide
- Hazardous Materials Management
- Home Health Aide
- Housing Interior Design/Home Furn
- Machine Technologies (Welding Option)
- Medical Laboratory Technician
- Medication Aide
- Nursing LPN/ADN
- Nursing Assistant
- Occupational Therapy Assistant
- Petroleum Technology
- Police Science/Criminal Justice
- Secretarial Technology
- Small Business Management
- Trade and Industrial Supervision/Mgmt
- Word Processing

BUTLER COUNTY CC
- Auto Body Technology
- Automotive Technology
- Bldg Technologies Carpentry
- Child Care
- Data Processing Technology
- Dist Ed /Mid Management
- Drafting
- Electronics/Electricity
- Emergency Med Technology
- Farm and Ranch Management
- Fire Control Technology
- Geriatric Aide
- Home Health Aide
- Hospitality & Recreational Marketing
- Integrated Technologies
- Livestock Management/Merchandising
- Medication Aide
- Nursing LPN/ADN
- Nursing Assistant
- Paraprofessional Training
- Police Science
- Secretarial Technology
- Welding Technology

CLOUD COUNTY CC
- Ag Supplies and Services
- Aviation Technology
- Business Admin /Gen Management
- Child Care Management
- Drafting Technology
- Emergency Medical Technology
- Farm Business Analysis
- Fashion Merchandising
- Geriatric Aide
- Home Health Aide
- Medication Aide
- Nursing Associate Degree
- Nursing Home Administration
- Nursing Assistant
- Production Agriculture
- Supervisory & Adm Mgmt
- Travel & Tourism

COFFEYVILLE CC
- Communication/Broadcasting Tech
- Computer Systems Technology
- Computer Sciences
- Distributive Ed /Mid Management
- Emerg Med Intensive Care Tech (EMICT)
- Geriatric Aide
- Hazardous Waste Management
- Horticulture
- Nursing Assistant
- Secretarial Technology
- Small Business Management

COLBY CC
- Agri Business Management
- Automated Info/Word Processing
- Broadcasting/Television Technology
- Criminal Justice
- Emergency Medical Technology
- Farm and Ranch Management
  - Cow Calf Management Option
  - Horse Production Option
  - Sheep Production & Tech Option
  - Swine Science Option
- Food Service Technology
- Geriatric Aide
- Home Health Aide
- Medication Aide
- Nursing LPN/ADN
- Nursing Assistant
- Physical Therapy Assisting
- Printing/Litho Technologies
- Special Ed Paraprofessional
- Vet Technology/Veterinary Assisting

COWLEY COUNTY CC
- Aircraft Powerplant Technology
- Aircraft Airframe Technology
- Auto and Service Tech /Auto Mech
- Carpentry
- Child Care
- Computer Graphic Arts (Commercial Art)
- Computer Installer Repairer
- Cosmetology
- Data Processing
- Distributive Ed /Mid Management
- Drafting Technology
- Emergency Medical Technology
- Farm & Ranch Management
- Geriatric Aide
- Home Health Aide
- Trade & Industrial Supervision Mgt
- Machine & Tool Technology
- Medication Aide
- Nondestructive Testing
- Nursing Assistant
- Police Science
- Quality Processes Improvement
- Secretarial Technology
- Special Ed Paraprofessional
- Welding Technology
- Word/Information Processing

DODGE CITY CC
- Accounting Clerk Technology
- Agribus /Supplies and Services
- Agriculture Mechanics
- Auto Body
- Auto Mechanics Technology
- Banking and Finance
- Broadcasting Technologies
- Child Care
- Cosmetology
- Distributive Ed /Mid Management
- Electrical Technology
- Emergency Medical Technology
- Environmental Water Technology
- Farm & Ranch Management/Production
  - Horse Science Option
- Fashion Merchandising
- Fire Science Technology
- Geriatric Aide
- Health Info Management Med Records Tech
- Home Health Aide
- Insurance Technology
- Manufacturing Technology
- Medication Aide
- Nursing LPN/ADN
- Physical Therapy Assisting
- Secretarial Technology Executive

FORT SCOTT CC
- Banking and Finance
- Cosmetology
- Data Processing Technology
- Diesel Mechanics
- Distributive Ed /Mid Management
- Emergency Medical Technology
- Environmental Water Technology
- Farm & Ranch Management
- Geriatric Aide
- Home Health Aide
- Maintenance and Repair
- Medication Aide
- Nursing Associate Degree
- Nursing Assistant
- Secretarial Technology
- Special Ed Paraprofessional
- Transport Mgmt /Commercial Truck Driving

GARDEN CITY CC
- Agricultural Equipment Technology
- Agriculture Products and Processing
- Automotive Technology
- Building Technology Carpentry
- Cosmetology
- Distributive Ed /Mid Management
- Drafting Technology
- Emerg Med Intensive Care Tech (EMICT)
- Farm & Ranch Mgmt /Production
- Geriatric Aide
- Home Health Aide
- Industrial Production Technology
- Medication Aide
- Nursing Associate Degree
- Police Science/Criminal Justice
- Power Plant Technology
- Secretarial Technology

HIGHLAND CC
- Communications Technology
- Emergency Medical Technology
- Farm & Ranch Management
- Geriatric Aide
- Medication Aide
- Police Science/Criminal Justice
- Secretarial Technology
- Special Ed Paraprofessional

HUTCHINSON CC
- Applied Physics
- Applied Data Processing
- Building Technology Carpentry
- Child Care
- Diesel and Ag Related Mechanics
- Distributive Ed /Mid Management
- Drafting Technology
- Electronics/Electricity Technology
- Emergency Medical Technology
- Emerg Med Intensive Care Tech (EMICT)
- Farm Business Analysis
- Farm & Ranch Management
- Fire Science
- Geriatric Aide
- Home Health Aide
- Legal Assistant
- Machine Technology
- Manufacturing Engineering Tech
- Medical Records Technology
- Medication Aide
- Money and Banking
- Nursing Associate Degree
- Police Science/Criminal Justice
- Radiological Technology
- Secretarial Technology

INDEPENDENCE CC
- Business Computer/Console Operator
- Cert Professional Secretary
- Child Care
- Civil Engineering Technology
  - Architectural Eng Tech Option
  - Drafting Option
- Cosmetology
- Distributive Ed /Mid Management
- Emergency Medical Technology
- Geriatric Aide
- Home Health Aide
- Medication Aide
- Money and Banking
- Nursing Assistant

JOHNSON COUNTY CC
- Accounting Careers/Clerical
- Automotive Technology
- Biomedical Equipment Technician
- Chemical Technology
- Civil Engineering Technology
- Commercial Art
- Computer Systems Technology
- Data Processing Technology
- Dental Hygiene
- Distributive Ed /Mid Management
- Drafting Technology
- Electronics/Engineering Technology
- Emerg Med Intensive Care Tech (EMICT)
- Energy Technology HVAC
- Entrepreneurship
- Equine Management
- Fashion Merchandising
- Fire Protection and Public Safety
- Geriatric Aide
- Home Health Aide
- Hotel/Hospitality Mgmt Technology
- Interior Merchandising Program
- Interpreter Training
- Legal Assisting/Paralegal
- Life and Home Mgmt
- Medication Aide
- Nursing Associate Degree
- Police Science/Criminal Justice
- Police Academy
- Respiratory Therapy
- Secretarial Technology
- Welding Tech Metal Fabrication
- Word Processing

KANSAS CITY KANSAS CC
- Addiction Counselor
- Banking and Financial management
- Child Care
- Computer Elec /Electronics Engn
- Data Processing Technology
- Distributive Ed /Mid Management
- Drafting Technology
- Fire Science Technology
- Hazardous Materials Technology
- International Business
- Mental Health Technology
- Mortuary Sciences
- Nursing Home Administration
- Nursing Assistant
- Nursing Associate Degree
- Paralegal
- Police Science/Criminal Justice
- Postal Service Administration
- Recreation Therapy
- Secretarial Technology
- Travel and Tourism

LABETTE CC
- Commercial Art
- Data Processing
- Emergency Medical Technology
- Fire Science Technology
- Geriatric Aide
- Home Health Aide
- Management Entrepreneurship
- Manufacturing Technologies
- Medical Lab Technician
- Medication Aide
- Mental Health Technology
- Nursing Assistant
- Nursing LPN/ADN
- Physical Therapy Assistant
- Plumbing/Heating/Cooling
- Police Science
- Radiologic Technician
- Respiratory Therapy Technology
- Secretarial Technology
- Spec Ed Paraprofessional
- Trade & Indus Supervision Mgmt

NEOSHO COUNTY CC
- Auto Body
- Automotive/Diesel Technology
- Banking
- Building Technology Carpentry
- Distributive Ed /Mid Management
- Electronics/Electricity Technology
- Emergency Medical Technology
- Emergency Dispatcher
- Geriatric Aide
- Home Health Aide
- Medication Aide
- Nursing LPN/ADN
- Nursing Assistant
- Plastic Technology
- Postal Service Administration
- Secretarial Technology
- Welding Technologies

PRATT CC
- Agribus /Supplies and Service
- Agriculture Mechanics Diesel
- Aircraft Mechanics Powerplant
- Aircraft Mechanics Airframe
- Automotive Technology
- Building Technology Carpentry
- Child Care
- Communications
- Distributive Ed /Mid Management
- Electrical Power Distribution
- Emergency Medical Technology
- Farm & Ranch Management/Production
- Home Health Aide
- Medication Aide
- Nursing Assistant
- Nursing LPN/ADN
- Secretarial Technology
- Welding Technology

SEWARD COUNTY CC
- Business Management/Marketing
- Data Processing/Information System
- Farm & Ranch Management
- Medical Laboratory Technology
- Nursing LPN/ADN
- Police Science
- Respiratory Therapy
- Secretarial Technology

	Allen County CC	Barton County CC	Butler County CC	Cloud County CC	Coffeyville CC	Colby CC	Cowley County CC	Dodge City CC	Fort Scott CC	Garden City CC	Highland CC	Hutchinson CC	Independence CC	Johnson County CC	Kansas City KS CC	Labette CC	Neosho County CC	Pratt CC	Seward County CC
GENERAL EDUCATION/COLLEGE TRANSFER	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ABE/GED	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HOUSING College Owned Dormitories	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
DEGREES AVAILABLE Associate of Applied Science	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Associate of Arts	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Associate of General Studies	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X	X
Associate of Science	X	X	X		X	X	X	X	X				X	X	X		X	X	X

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Independence Community College
Faculty Job Description

Recommended by:	**President**
Authorized by:	**Board of Trustees**
Responsible to:	**Division Chair**
	Dean of Instructional Services

The individual instructor, as part of the instructional team of Independence Community College, administers programs of instruction, under the supervision of the division chair and overall supervision of the Dean of Instructional Services. The instructor develops, maintains and enhances outcome-based educational opportunities for learners to fulfill the mission and strategies of the college.

SCOPE OF WORK:

A. To be responsible for the development and documentation of the instructional content of outcome-based learning programs meeting the needs of the diversified population of learners attending Independence Community College.

B. To be fiscally responsible for budget development, implementation and the control necessary to deliver instructional programs in an efficient and effective manner that provide access and quality learning experiences.

C. To provide a positive learning environment committed to ICC student success by being responsive to various learning styles found in the comprehensive community college setting.

D. To be available during posted office hours for student advisement and academic assistance that encourages retention, continuity, learner progress, and student success.

E. To maintain and enhance teaching and learning excellence through ongoing professional development. Examples of learning excellence include activities such as in-service training, workshops, seminars, travel, and publication.

F. To provide input in the college's organizational shared governance structure through involvement in committees, councils and supportive activities related to the development and enhancement of the college mission and strategies.

The qualifications of an Independence Community College teacher will include experience related to the scope of the work identified in this job description with an appropriate Bachelor's degree required and a Master's preferred. Independence Community College prefers teachers with a minimum of three years' successful teaching experience.

Salaries and terms of employment will be commensurate with current negotiated agreement and subject to review by the Board of Trustees of Independence Community College.

John Doe
123 ABC Street
Township, US 12345

Independence Community College

Certificate of Employment
Part-Time Instructor
In-District

John Doe, you are hereby employed as a part-time instructor to teach Developmental Psychology, Line Number 1152, Course Code BEH2003 for a total of three credit hours at a salary of $999.00 for the 1993 Fall Semester. Any exception to this rate of pay shall be mutually agreed upon by the instructor and the Dean of Instructional Services, and shall be embodied in an addendum to this contract. Per the registrar 17 students have enrolled in this class as of the 20th Day List, 29th day of September, 1993.

Salary for the Fall Semester shall be ($999.00) paid in three equal payments on or before October 24th, November 24th and December 24th, 1993.

This appointment is non-tenure earning appointment for the 1993 Fall Semester. As an employee of Independence Community College, please understand that you are subject to the laws and policies of the state of Kansas and the Board of Trustees of Independence Community College. As a part-time instructor you are exempt from the requirements governing terms and conditions of employment as specified in the current Master Agreement between the Board of Trustees and the Independence College Faculty Association.

If you accept this appointment and intend to serve this position, please sign the original Certificate of Employment and return it to the Office of Extended Instructional Services, Independence Community College, P.O. Box 708, Independence, Kansas 67301, (316) 331-4100, Ext. 247. Outside of Independence call 1-800-842-6063.

_____

John Doe, Instructor *(Date)*

_____

Debra S. Havener, Associate Dean of Extended Instructional Services *(Date)*

_____

Dr. Herbert Swender, Dean of Instructional Services *(Date)*

_____

Bob Bennett, Accountant *(Date)*

College Ave. & Brookside Dr. • Independence, Kansas 67301 • (316) 331-4100 • FAX (316) 331-5344

INDEPENDENCE COMMUNITY COLLEGE
INSTRUCTOR EVALUATION BY DEAN OF INSTRUCTION

I have circled the abbreviated term on the right of each evaluation item which best describes my judgment on each item. Refer to the following key for clarification of abbreviations.

C -- Consistently
F -- Frequently
S -- Sometimes
R -- Rarely
N -- Never

I have added my written comments regarding each item where appropriate.

TEACHING DISCIPLINE

In attempting to remain abreat of developments in his or her discipline, the instructor:

1. Keeps up with the current literature in his or her field C F S R N

2. Attends appropriate workshops, conventions, meetings of professional associations, and the like C F S R N

3. Updates class presentations with new information and materials C F S R N

4. Seeks better textbooks and instructional materials C F S R N

TEACHING METHODS

In conducting his or her classes, the instructor:

1. Prepares well for each session C F S R N

2. Makes well-organized presentations C F S R N

3. Knows who his or her students are. C F S R N

4. Designs class to meet the needs of students who have been properly advised and who have taken appropriate prerequisites. C F S R N

5. Makes certain that each student has a course outline or syllabus C F S R N

6. Knows and communicates to students the specific objectives for each unit of the course C F S R N

7. Lets students know clearly his or her expectations of them C F S R N

8. Makes certain that assignments are clear and definite C F S R N

9. Communicates clearly to students how their grades will be determined C F S R N

10. Gives tests which evaluate how well the goals and objectives of the course have been accomplished C F S R N

11. Makes sure that tests cover only material that has been presented or assigned to the students C F S R N

12. Uses tests as a teaching device C F S R N

13. Returns papers within a time frame for them to be a useful learning tool, marked so that students can see what they did right. C F S R N

14. Is fair and impartial in dealing with students C F S R N

15. Listens carefully to, and evaluates, what students say C F S R N

16. Asks students questions C F S R N

17. Encourages students to ask questions in class C F S R N

18. Remains open-minded and tactful in responding to students C F S R N

19. Changes methods of presentation when students seem not to understand C F S R N

20. Encourages students to seek help when necessary C F S R N

21. Exhibits distracting classroom mannerisms C F S R N

22. Is cheerful and demonstrates a sense of humor in class C F S R N

23. Maintains a friendly relationship with students, in and out of class C F S R N

24. Remains mentally alert in class C F S R N

25. Makes use of a variety of media and resources to make classes clear and interesting C F S R N

26. Makes certain that students understand the relationship of media and classroom resources to the course objectives C F S R N

27. Encourages students to use critical thinking and analysis C F S R N

ANALYSIS

28. I believe you do the following specific things well in teaching your classes.

29. I believe you might do the following specific things to improve your classroom teaching.

30. I believe the following things are critical, and need immediate attention. Please make an appointment to visit with me about these items as soon as possible.

VERIFICATION

After reviewing this document with your supervising administrator, please sign and date it in the appropriate location.

Instructor	Date
Dean of Instruction	Date

INDEPENDENCE COMMUNITY COLLEGE
INSTRUCTOR SELF-EVALUATION

Please circle the abbreviated term on the right of each evaluation item which best describes your judgment on each item. Refer to the following key for clarification of abbreviations.

C -- Consistently
F -- Frequently
S -- Sometimes
R -- Rarely
N -- Never

Please add your written comments regarding each item.

TEACHING DISCIPLINE

In attempting to remain abreast of developments in my discipline, do I:

1. Keep up with the current literature in my field? C F S R N

2. Attend appropriate workshops, conventions, meetings of professional associations, and the like? C F S R N

3. Update class presentations with new information and materials? C F S R N

4. Seek better textbooks and instructional materials? C F S R N

TEACHING METHODS

In conducting my classes, do I:

1. Prepare well for each class session? C F S R N

2. Make well-organized class presentations? C F S R N

3. Know who my students are-- C F S R N

4. Try to design class to meet the needs of students who have been properly advised and who have taken appropriate prerequisites. C F S R N

5. Make certain that each student has a course outline or syllabus? C F S R N

6. Know and communicate to my students the specific objectives for each unit of the course? C F S R N

7. Let students know clearly my expectations of them? C F S R N

8. Make certain that assignments are clear and definite? C F S R N

9. Communicate clearly to my students how their grades will be determined? C F S R N

10. Give tests that evaluate how well the goals and objectives of the course have been accomplished? C F S R N

11. Make sure that tests cover only material that has been presented or assigned to the students? C F S R N

12. Use tests as a teaching device? C F S R N

13. Return papers within a time frame for them to be a useful learning tool marked so that students can see what they did right C F S R N

14. Remain fair and impartial in dealing with my students? C F S R N

15 Listen carefully to, and evaluate, what my students tell me? C F S R N

16. Ask students to respond to questions I raise? C F S R N

17. Encourage my students to ask questions in class? C F S R N

18. Remain open-minded and tactful in responding to my students? C F S R N

19. Change my methods of presentation when my students seem not to understand? C F S R N

20. Encourage students to seek my help when necessary? C F S R N

21. Exhibits distracting mannerisms? C F S R N

22. Attempt to be cheerful and to demonstrate a sense of humor in class? C F S R N

23. Attempt to maintain a friendly relationship with my students, in and out of class? C F S R N

24. Remain mentally alert in class?. C F S R N

25. Make use of a variety of media and resources in my instruction, to add interest and clarity? C F S R N

26. Make certain that my students understand the relationship of media and classroom resources to the course objective? C F S R N

27. Encourage critical thinking and analysis in my students? C F S R N

ANALYSIS

28. Identify specific things you believe you do well in teaching your classes.

29. Identify specific things you believe you might do to improve your classroom teaching.

VERIFICATION

After reviewing this document with your supervising administrator, please sign and date it in the appropriate location.

Instructor _____ Date _____

Supervising Administrator _____ Date _____

INDEPENDENCE COMMUNITY COLLEGE
INSTRUCTOR EVALUATION BY STUDENTS

Please circle the abbreviated term on the right of each evaluation item which describes your judgment on each item. Refer to the following key for clarified of abbreviations.

C -- Consistently
F -- Frequently
S -- Sometimes
R -- Rarely
N -- Never

Please add your written comments regarding each item.

TEACHING METHODS

In conducting this class, my instructor:

1. Appears to prepare well for each class session C F S R

_____

2. Makes well-organized class presentations C F S R

_____

3. Knows who we are C F S R

_____

4. Designs classes to meet the needs of all of us who have been properly advised and had appropriate prerequisites. C F S R

_____

5. Makes certain that each of us has a course outline or syllabus C F S R N

_____

6. Knows and communicates to us the specific objectives for each unit of the course C F S R

_____

7. Lets us know clearly his or her expectations of us C F S R

_____

8. Makes certain that assignments are clear and definite C F S R

_____

9.	Communicates clearly how our grades will be determined	C F S R N
10.	Gives tests that evaluate how well the goals and objectives of the course have been accomplished	C F S R N
11.	Makes sure that tests cover only material that has been presented or assigned to us	C F S R N
12.	Uses tests as a means of teaching	C F S R N
13.	Returns papers within a time frame for them to be a useful learning tool marked so we can see what we did right.	C F S R N
14.	Is fair and impartial in dealing with us	C F S R N
15.	Listens carefully to, and evaluates, what we tell him or her	C F S R N
16.	Asks us questions	C F S R N
17.	Encourages us to ask questions in class	C F S R N
18.	Remains open-minded and tactful in responding to us	C F S R N
19.	Changes methods of presentation when we seem not to understand	C F S R N
20.	Encourages us to seek help when necessary	C F S R N

21. Exhibits distracting classroom mannerisms C F S R N 73

22. Is cheerful and desmonstrates a sense of humor in class C F S R N

23. Maintains a friendly relationship with us, in and out of class C F S R N

24. Remains mentally alert in class C F S R N

25. Uses a variety of media and resources to make the classes clear and interesting C F S R N

26. Makes certain that we understand the relationship of media and classroom resources to the course objectives C F S R N

27. Encourages us to use critical thinking and analysis C F S R N

ANALYSIS

28. What grade do you expect to receive in this course? Circle one

1. A	5. fail
2. B	6. pass
3. C	7. no credit
4. D	8. other

29. I have missed this class: Circle one
1. less than 3 times
2. 3 - 6 times
3. 7 - 10 times
4. 10 or more times

30. Identify specific things you believe your instructor does well in teaching classe

31. Identify specific things you believe your instructor might do to improve his or her classroom teacning.

APPENDICES

APPENDIX A

Independence Community College
Property Appraisal/Assessment Program

Selected references available for persons interested in property appraisal/assessment.

Mail to: Appraisal Institute
P.O. Box 10956
Chicago, IL 60610-0956
(312) 335-4146
Fax (312) 335-4200

Required and Optional Texts for Courses

	Quantity	Title	Total
New	____0633M	The Dictionary of Real Estate Appraisal, third edition, S37.50	_____
	____0627M	The Appraisal of Real Estate, tenth edition, S45	_____
	____0608M	Communicating the Appraisal: The Small Residential Income Property Appraisal Report, S18	_____
	____0598M	Communicating the Appraisal: The Individual Condominium or PUD Unit Appraisal Report, S18	_____
	____0596M	Appraising Residential Properties, S33	_____
	____0588M	Communicating the Appraisal: The Uniform Residential Appraisal Report, S25	_____
	____0587M	Communicating the Appraisal: The Narrative Report, S18	_____
	____0076M	Readings in Market Research for Real Estate, S14.50	_____
	____0075M	The Appraiser's Workbook, S20	_____
	____0066M	The Appraisal of Rural Property, S29.90	_____
	____0065M	Real Estate Valuation in Litigation, S32.50	_____
	____0054M	AIREA Financial Tables, S27.50	_____
	____0048M	Capitalization Theory and Techniques, Study Guide, S20	_____
	____*	The Complete Real Estate Investment Handbook, fourth edition, S17	_____
	**	Rural Appraisal Manual, S50	
	____0635M	The Elements of Style, third edition, S5.95	_____

Other Publications and Products of the Appraisal Institute

References

	____0619M	Exam Preparation for Residential Appraiser Certification, S29.95	_____
	____0618M	The Guide to Appraisal Office Policies and Procedures, S20	_____
	____0062M	Evolution of the Income Approach, S17	_____
	____0002M	Business Valuation Handbook, S45	_____
New	***	The Office Building From Concept to Investment Reality (see p. 78 for pricing information)	

Monographs/Guides

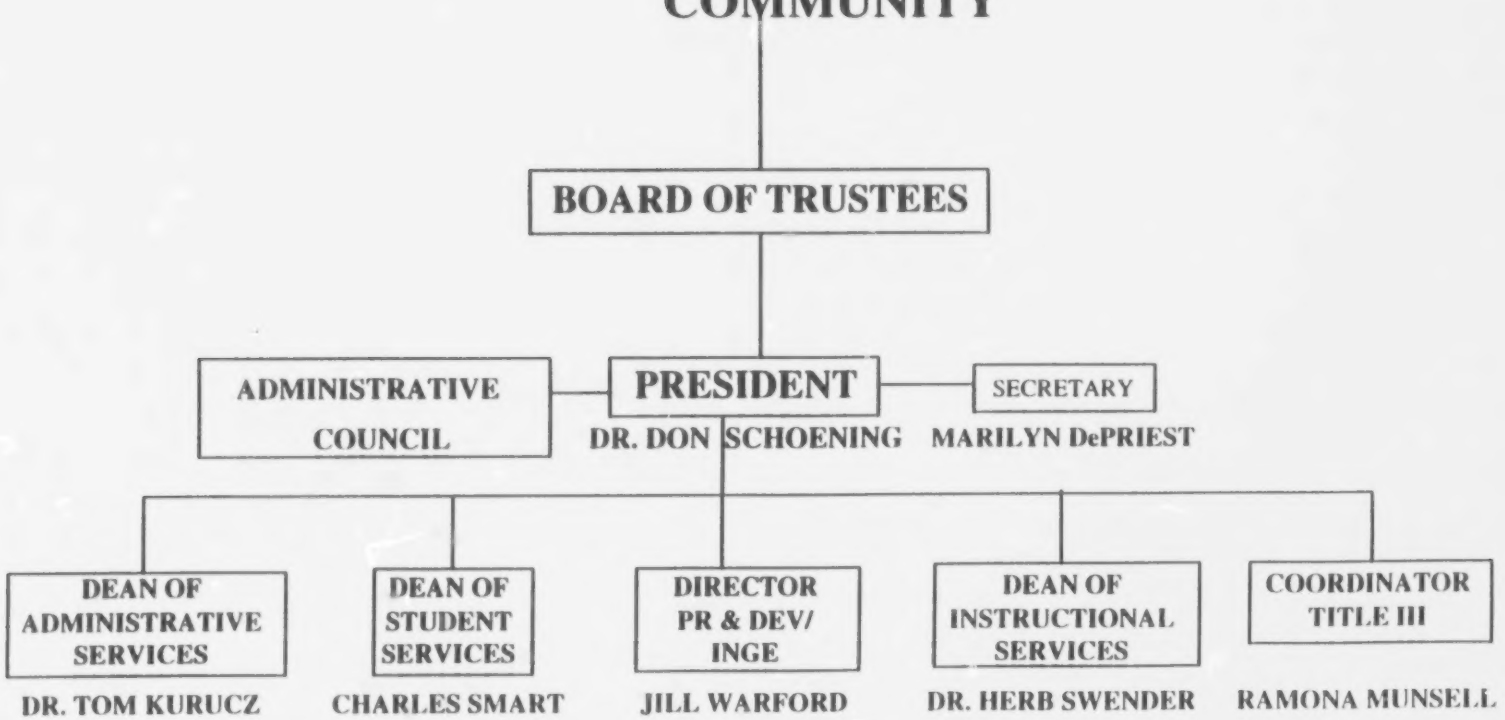
New	____0634M	Subdivision Analysis, S25	_____
New	____0631M	Shopping Center Appraisal and Analysis, S35	_____
	____0629M	Hotels and Motels: A Guide to Market Analysis, Investment Analysis, and Valuations, S35	_____
	____0628M	Golf Courses and Country Clubs: A Guide to Appraisal, Market Analysis, Development, and Financing, S35	_____
	____0621M	A Guide to Appraising Industrial Property, S5	_____
	____0609M	The Computerized Income Approach to Hotel-Motel Market Studies and Valuations, S28.50	_____
	____0600M	The Internal Rate of Return in Real Estate Investment, Revised, S8	_____
	____0599M	Fitness, Racquet Sports, and Spa Projects: A Guide to Appraisal, Market Analysis, Development, and Financing S23	_____

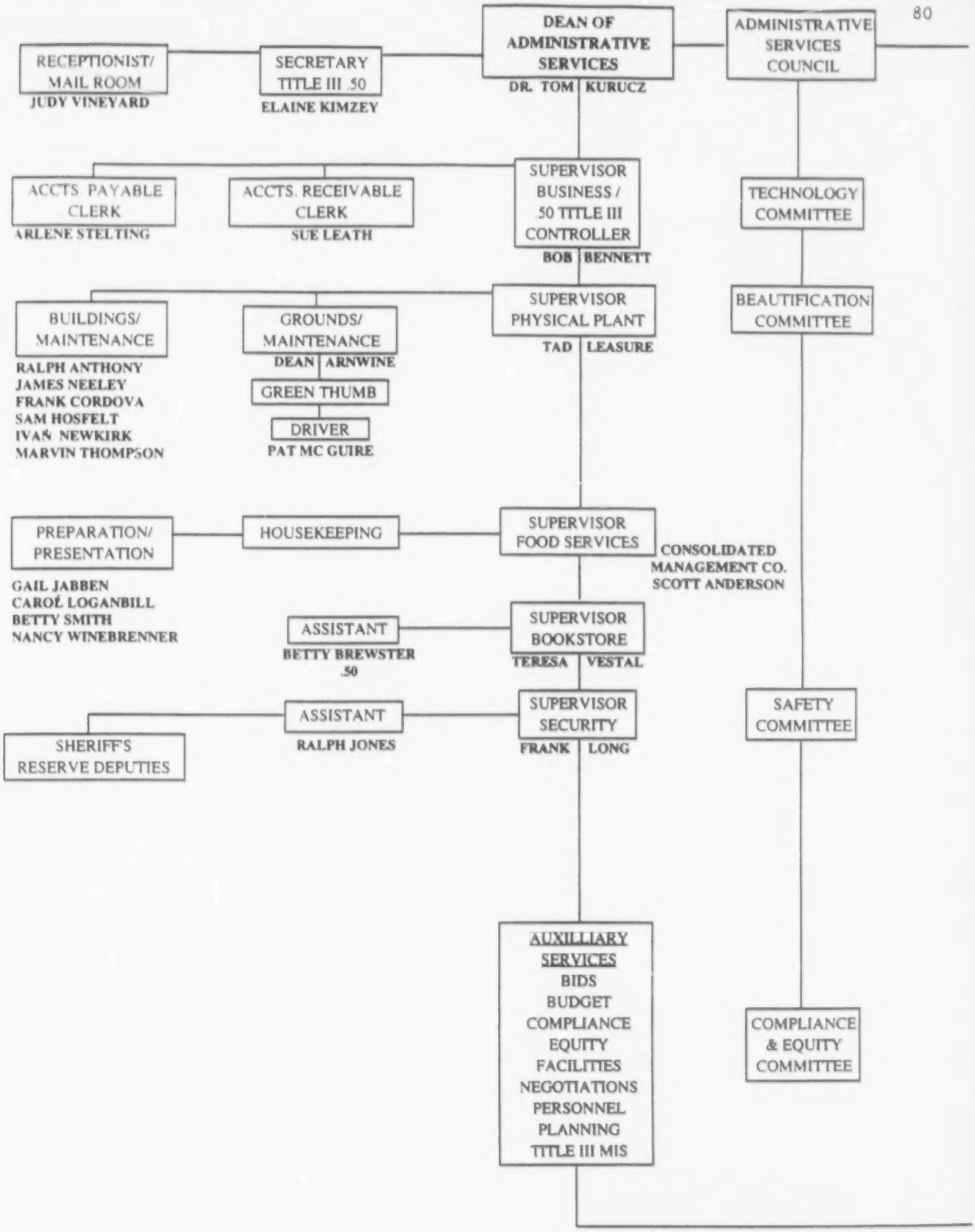
BEST COPY AVAILABLE

	____0595M	Elderly Housing: A Guide to Appraisal, Market Analysis, Development, and Financing, S23	_____
	____0082M	Rural Property in Transition: Nonagricultural Uses, S6	_____
	____0081M	The Appraisal of Timberland, S6	_____
	____0080M	The Appraisal of Permanent Plantings: Orchards and Vineyards, S6	_____
	____0079M	The Appraisal of Dairy Farms, S6	_____
	____0077M	The Appraisal of Irrigated Properties, S6	_____
	____0056M	Historic Properties: Preservation and the Valuation Process, S17	_____
	____0050M	Valuing the Timeshare Property, S17	_____
	____0007M	Appraising Condominiums: Suggested Data Analysis Techniques, S5	_____
		Readings/Reports	
	____0610M	Forecasting: Market Determinants Affecting Cash Flows and Reversions, Research Series Report 4, S14	_____
	____0602M	Real Estate Market Analysis and Appraisal, Research Series Report 3, S14	_____
	____0590M	Impacts of Regulation on the Appraisal Industry, Research Series Report 2, S14	_____
	____0584M	Readings in the Income Capitalization Approach to Real Property Valuation, Vol. II, S14.50	_____
	____0583M	Readings in Real Property Valuation Principles, Vol. II, S14.50	_____
	____0072M	Real Estate Valuing, Counseling, Forecasting: Selected Writings of John Robert White, S17.50	_____
	____0067M	The Appraisal Journal (1932), Vol. 1, No. 1, S7	_____
	____0058M	Appraising in a Changing Economy: Collected Writings of James E. Gibbons, S17	_____
	____7777M	The following four books for a special price, S50	_____
	____0057M	Readings in Market Value, S14.50	_____
	____0052M	Readings in the Appraisal of Special Purpose Properties, S14.50	_____
	____0043M	Readings in the Income Approach to Real Property Valuation, Vol. 1, S14.50	_____
	____0041M	Readings in Real Property Valuation Principles, Vol. 1, S14.50	_____
		Videotapes	
New	____1012M	A Clear Path: The Americans with Disabilities Act and Its Impact on Real Estate Appraisal (VHS only), S65	_____
New	____1011M	The Appraisal of Shopping Centers (VHS only), S65	_____
	____1010M	Hidden Factors: Environmental Risk Evaluation and the Real Estate Appraiser (VHS only), S65	_____
	____1009M	Appraisal Review (VHS only), S65	_____
	____1008M	The Appraisal of Golf Courses and Country Clubs (VHS only), S65	_____
	____1007M	The Small Residential Income Property Appraisal Report (VHS only), S65	_____
	____1006M	Commercial Construction (VHS only), S65	_____
	____1005M	The Appraiser as Expert Witness (VHS only), S65	_____
	____1003M	Residential Inspection (VHS), S55	_____
	____1003M/B	Residential Inspection (Beta), S27.50	_____
	____1002M	Residential Construction (VHS), S55	_____
	____1002M/B	Residential Construction (Beta), S27.50	_____
	____1001M	The Uniform Residential Appraisal Report (VHS only), S44	_____

APPENDIX B

INDEPENDENCE COLLEGE COMMUNITY

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SECRETARY TITLE III .50
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ARLENE STELTING
ACCTS. RECEIVABLE CLERK
SUE LEATH
SUPERVISOR BUSINESS / .50 TITLE III CONTROLLER
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TECHNOLOGY COMMITTEE
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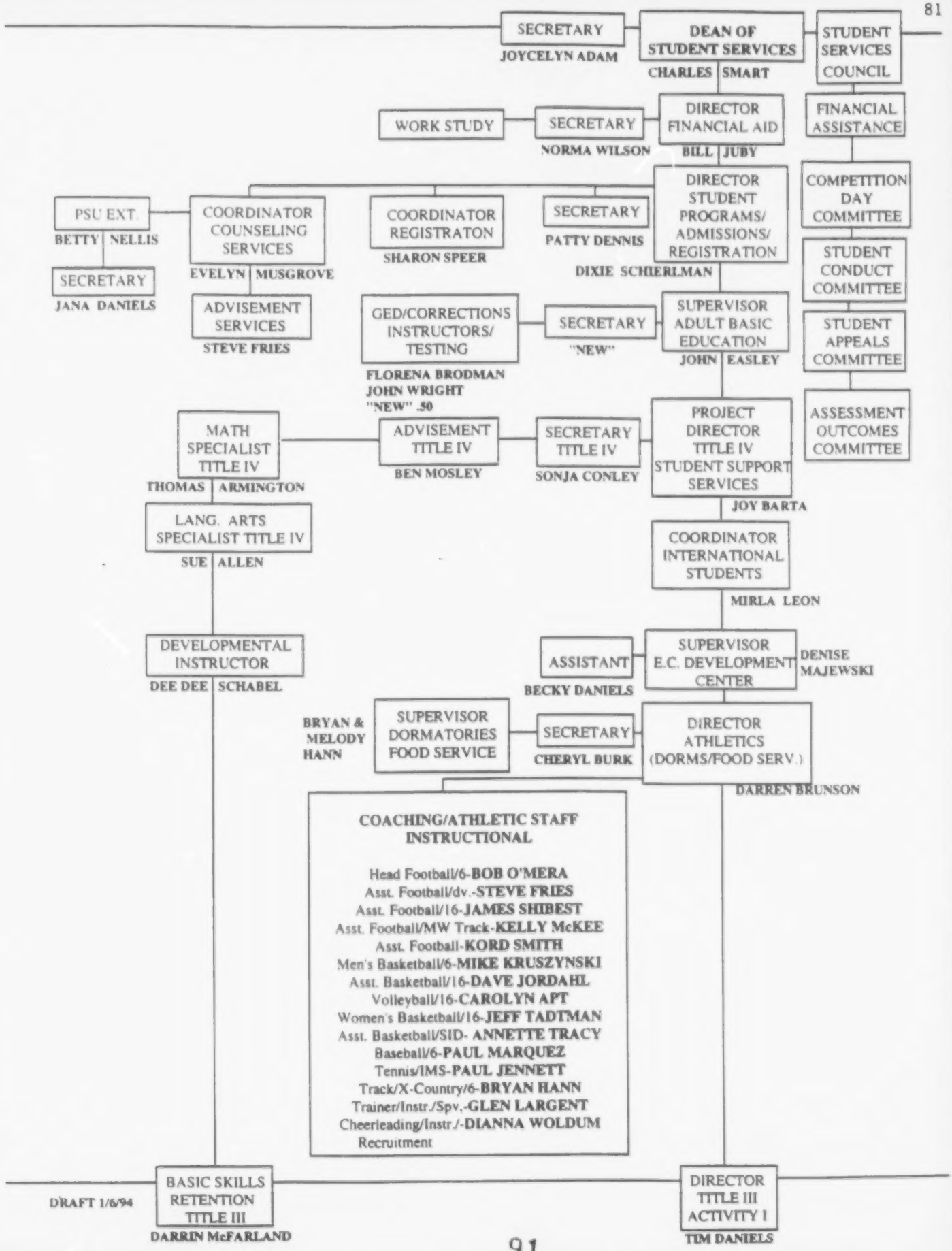
FRANK CORDOVA
SAM HOSFELT
IVAN NEWKIRK
MARVIN THOMPSON
GROUNDS/ MAINTENANCE
DEAN ARNWINE
GREEN THUMB
DRIVER
PAT MC GUIRE
SUPERVISOR PHYSICAL PLANT
TAD LEASURE
BEAUTIFICATION COMMITTEE
PREPARATION/ PRESENTATION
GAIL JABBEN
CAROL LOGANBILL
BETTY SMITH
NANCY WINEBRENNER
HOUSEKEEPING
SUPERVISOR FOOD SERVICES
CONSOLIDATED MANAGEMENT CO.
SCOTT ANDERSON
ASSISTANT
BETTY BREWSTER .50
SUPERVISOR BOOKSTORE
TERESA VESTAL
SHERIFF'S RESERVE DEPUTIES
ASSISTANT
RALPH JONES
SUPERVISOR SECURITY
FRANK LONG
SAFETY COMMITTEE
AUXILLIARY SERVICES
BIDS
BUDGET
COMPLIANCE
EQUITY
FACILITIES
NEGOTIATIONS
PERSONNEL
PLANNING
TITLE III MIS
COMPLIANCE & EQUITY COMMITTEE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DEAN OF STUDENT SERVICES
CHARLES SMART
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NORMA WILSON
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STUDENT CONDUCT COMMITTEE
STUDENT APPEALS COMMITTEE
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PSU EXT.
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LANG. ARTS SPECIALIST TITLE IV
SUE ALLEN
COORDINATOR INTERNATIONAL STUDENTS
MIRLA LEON
DEVELOPMENTAL INSTRUCTOR
DEE DEE SCHABEL
ASSISTANT
BECKY DANIELS
SUPERVISOR E.C. DEVELOPMENT CENTER
DENISE MAJEWSKI
BRYAN & MELODY HANN
SUPERVISOR DORMATORIES FOOD SERVICE
SECRETARY
CHERYL BURK
DIRECTOR ATHLETICS (DORMS/FOOD SERV.)
DARREN BRUNSON
COACHING/ATHLETIC STAFF
INSTRUCTIONAL
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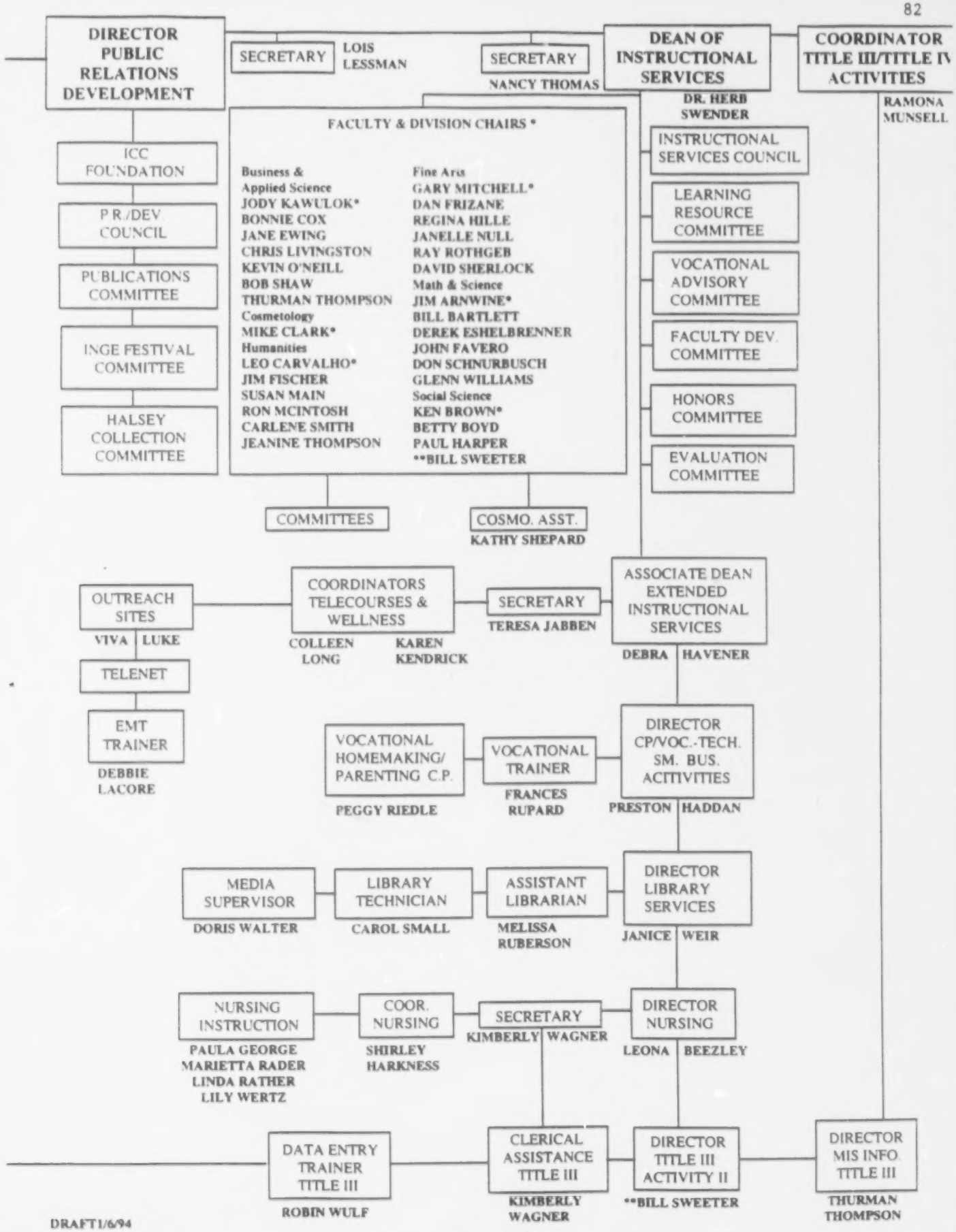
Asst. Football/dv.-STEVE FRIES
Asst. Football/16-JAMES SHIBEST
Asst. Football/MW Track-KELLY McKEE
Asst. Football-KORD SMITH
Men's Basketball/6-MIKE KRUSZYNSKI
Asst. Basketball/16-DAVE JORDAHL
Volleyball/16-CAROLYN APT
Women's Basketball/16-JEFF TADTMAN
Asst. Basketball/SID- ANNETTE TRACY
Baseball/6-PAUL MARQUEZ
Tennis/IMS-PAUL JENNETT
Track/X-Country/6-BRYAN HANN
Trainer/Instr./Spv.-GLEN LARGENT
Cheerleading/Instr./-DIANNA WOLDUM
Recruitment
DRAFT 1/6/94
BASIC SKILLS RETENTION TITLE III
DARRIN McFARLAND
DIRECTOR TITLE III ACTIVITY I
TIM DANIELS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NANCY THOMAS
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DR. HERB SWENDER
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BONNIE COX
JANE EWING
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THURMAN THOMPSON
Cosmetology
MIKE CLARK*
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LEO CARVALHO*
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CARLENE SMITH
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GARY MITCHELL*
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EMT TRAINER
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COORDINATORS TELECOURSES & WELLNESS
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LIBRARY TECHNICIAN
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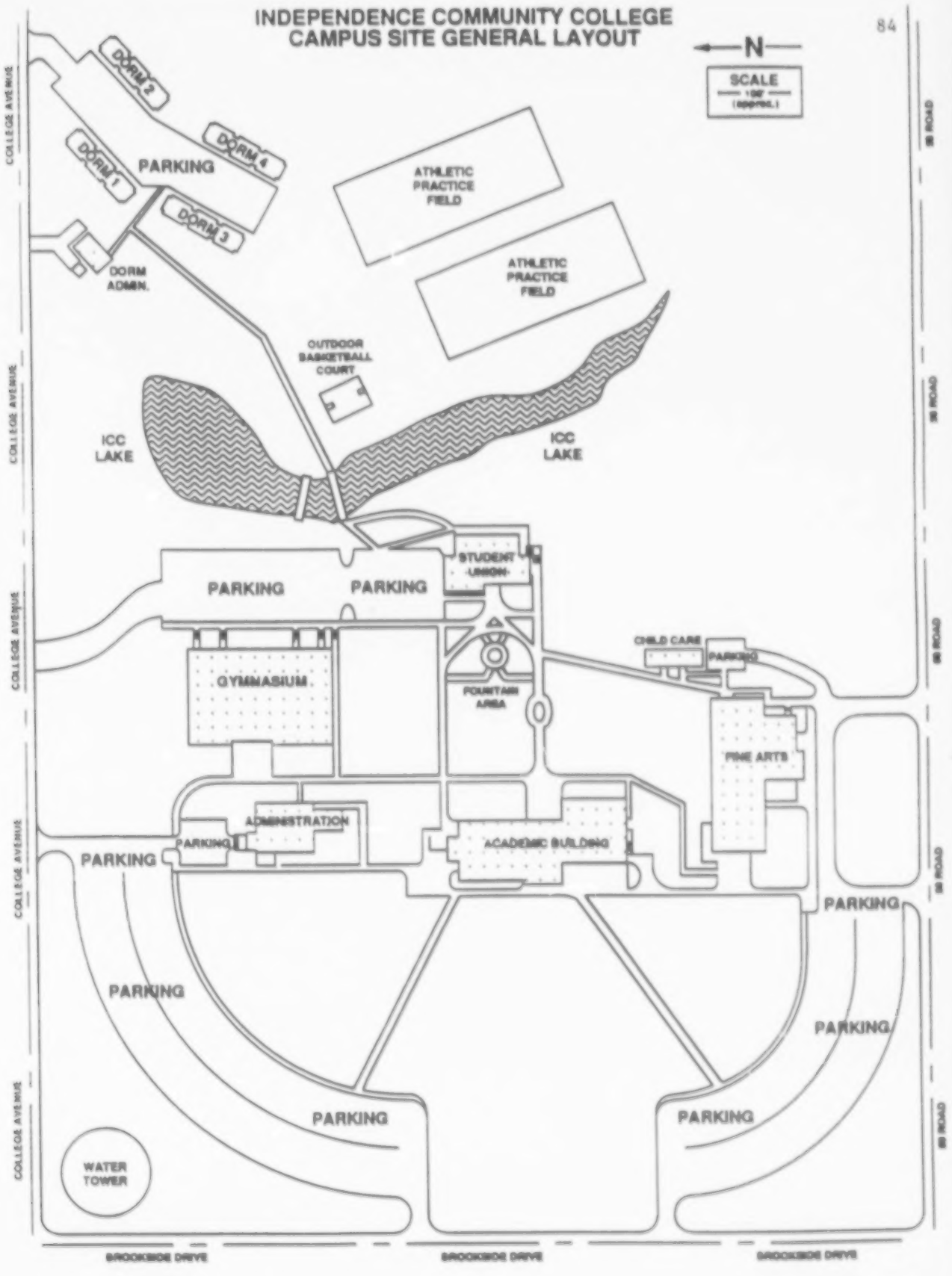
ASSISTANT LIBRARIAN
MELISSA RUBERSON
DIRECTOR LIBRARY SERVICES
JANICE | WEIR
NURSING INSTRUCTION
PAULA GEORGE
MARIETTA RADER
LINDA RATHER
LILY WERTZ
COOR. NURSING
SHIRLEY HARKNESS
SECRETARY
KIMBERLY WAGNER
DIRECTOR NURSING
LEONA | BEEZLEY
DATA ENTRY TRAINER TITLE III
ROBIN WULF
CLERICAL ASSISTANCE TITLE III
KIMBERLY WAGNER
DIRECTOR TITLE III ACTIVITY II
**BILL SWEETER
DIRECTOR MIS INFO. TITLE III
THURMAN THOMPSON

DRAFT1/6/94

APPENDIX C

INDEPENDENCE COMMUNITY COLLEGE
CAMPUS SITE GENERAL LAYOUT

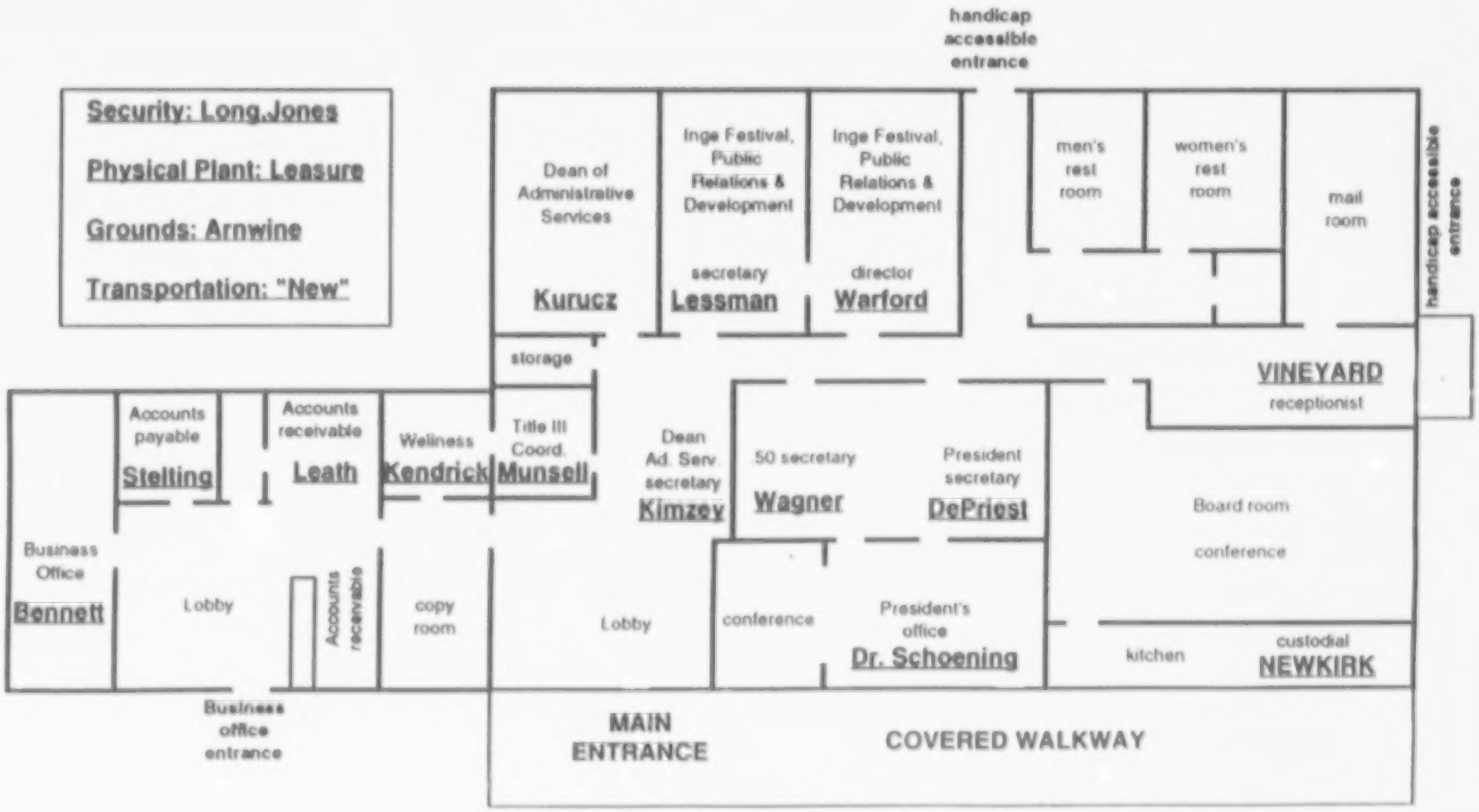


Independence Community College
Administration Building

(not drawn to any scale)

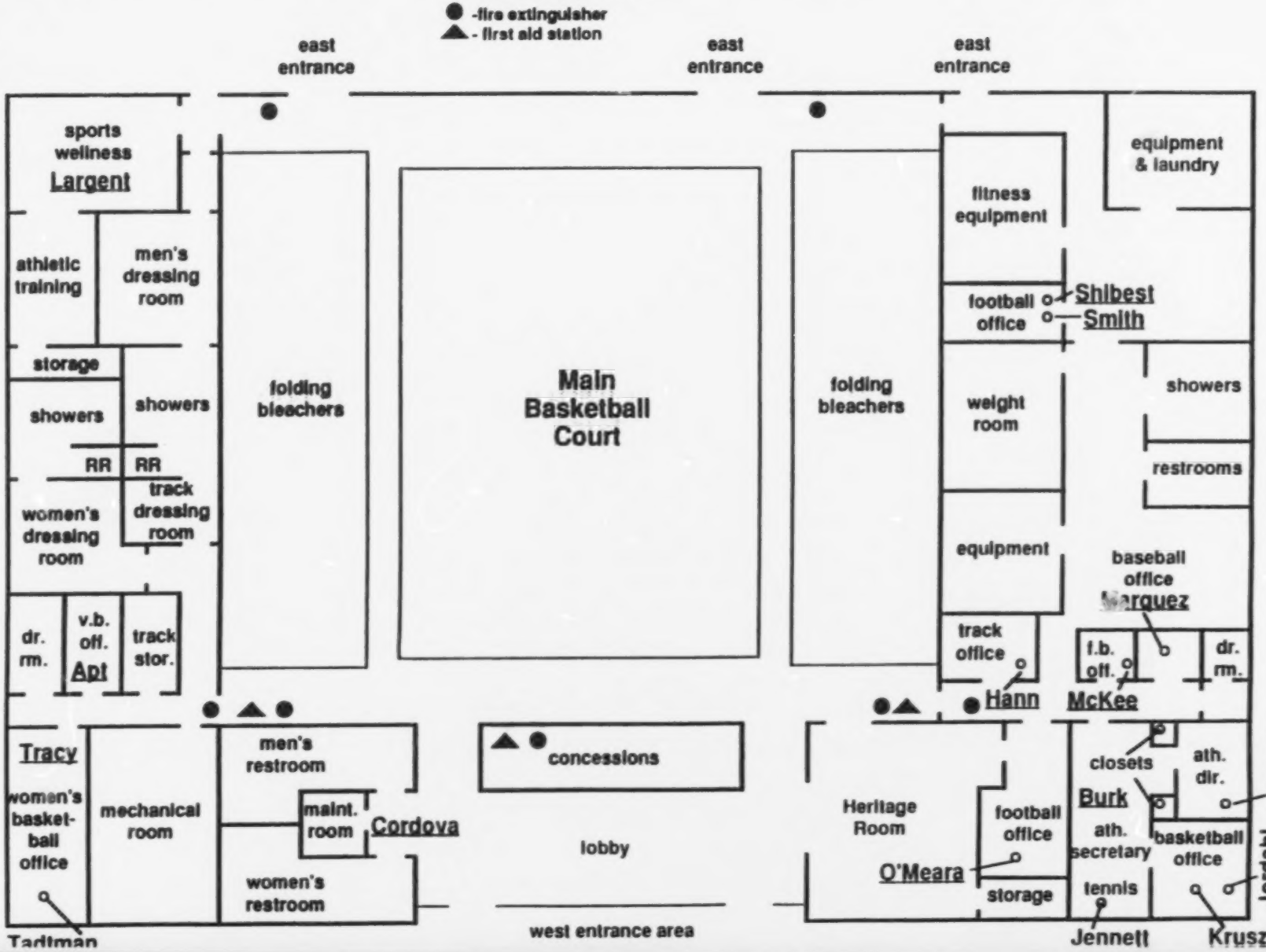
—N >

● -fire extinguisher
▲ - first aid station



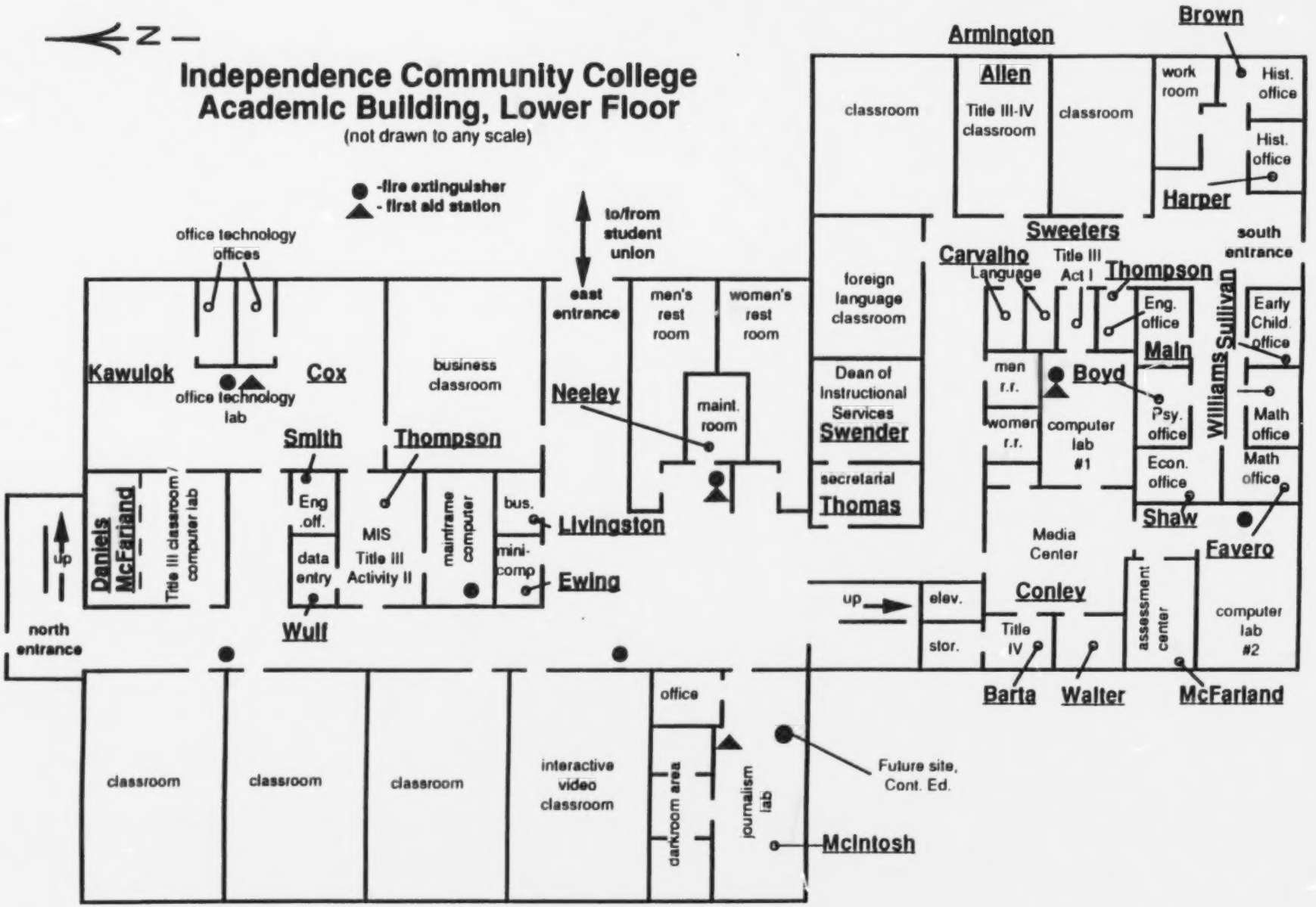
Independence Community College
Gymnasium & Physical Education Building

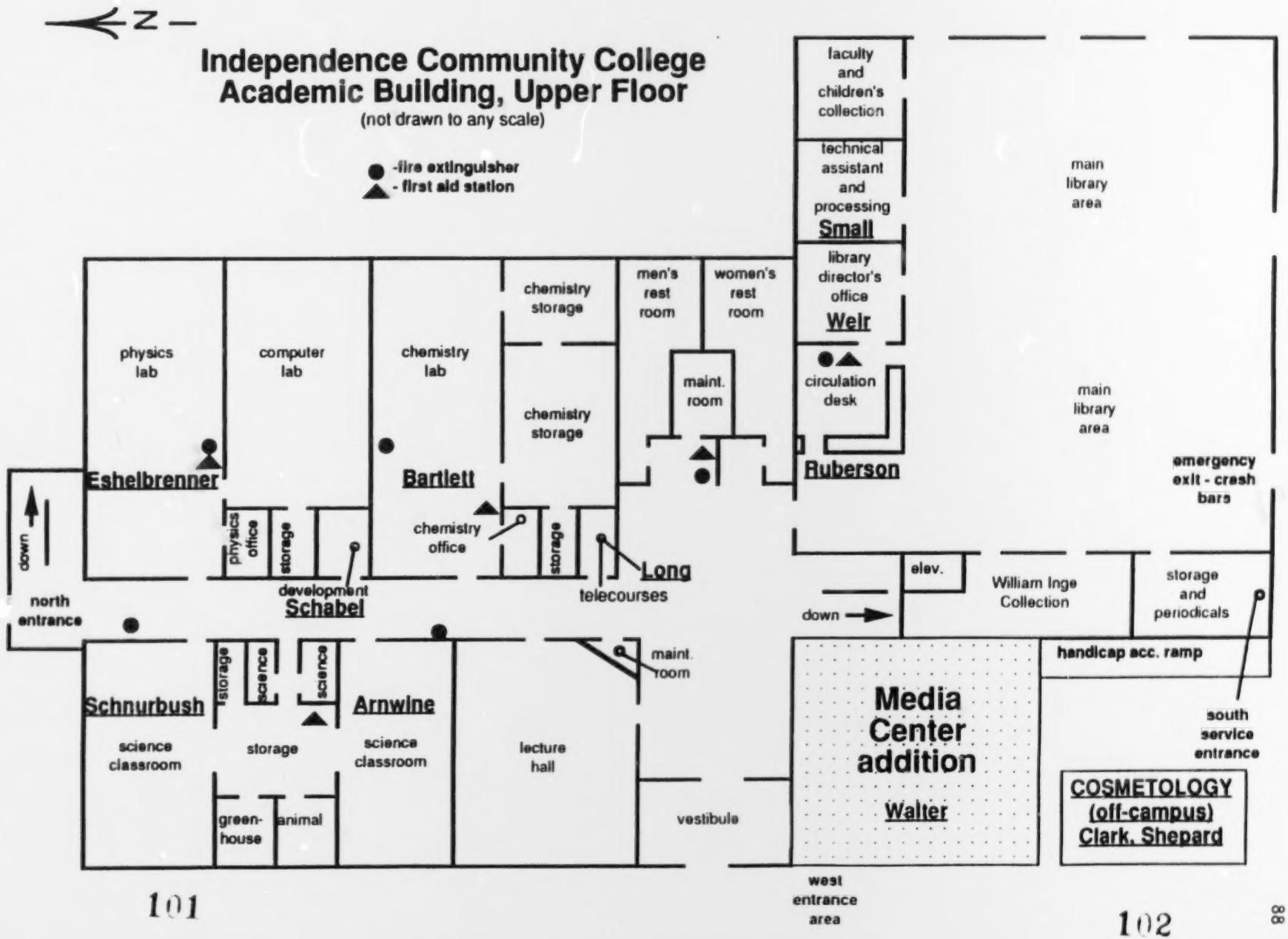
(not drawn to any scale)



Independence Community College
Academic Building, Lower Floor

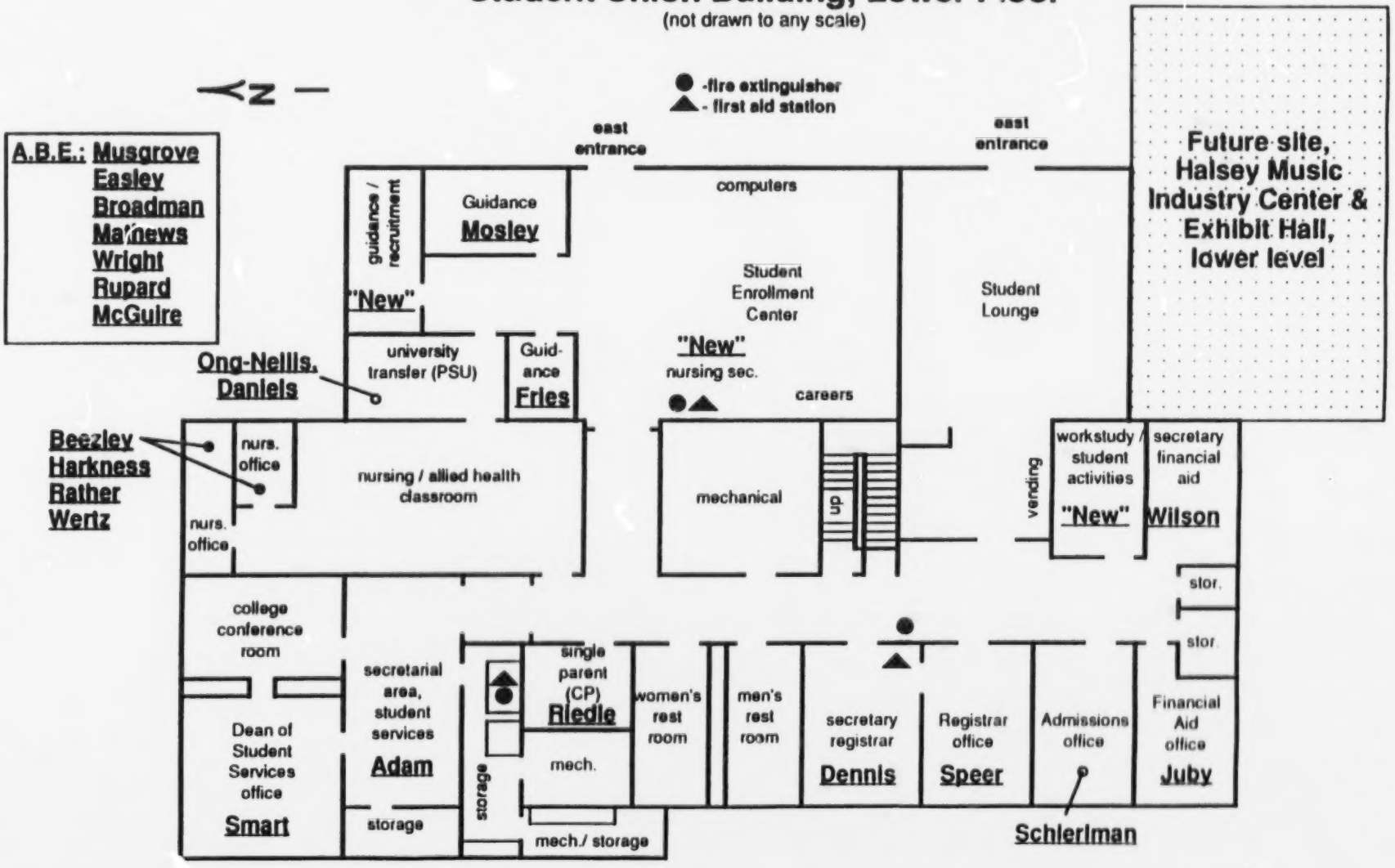
(not drawn to any scale)




N
Independence Community College
Academic Building, Upper Floor
(not drawn to any scale)
-fire extinguisher
- first aid station
faculty and children's collection
technical assistant and processing
Small
library director's office
Weir
main library area
chemistry storage
men's rest room
women's rest room
physics lab
computer lab
chemistry lab
maint. room
circulation desk
chemistry storage
Eshelbrenner
Bartlett
Ruberson
emergency exit - crash bars
down
physics office
storage
chemistry office
storage
Long
telecourses
development
Schabel
north entrance
elev.
William Inge Collection
storage and periodicals
down
handicap acc. ramp
maint. room
storage
science
science
Schnurbush
Arnwine
Media Center addition
Walter
south service entrance
science classroom
storage
science classroom
lecture hall
COSMETOLOGY (off-campus) Clark, Shepard
green-house
animal
vestibule
west entrance area
101
102
88

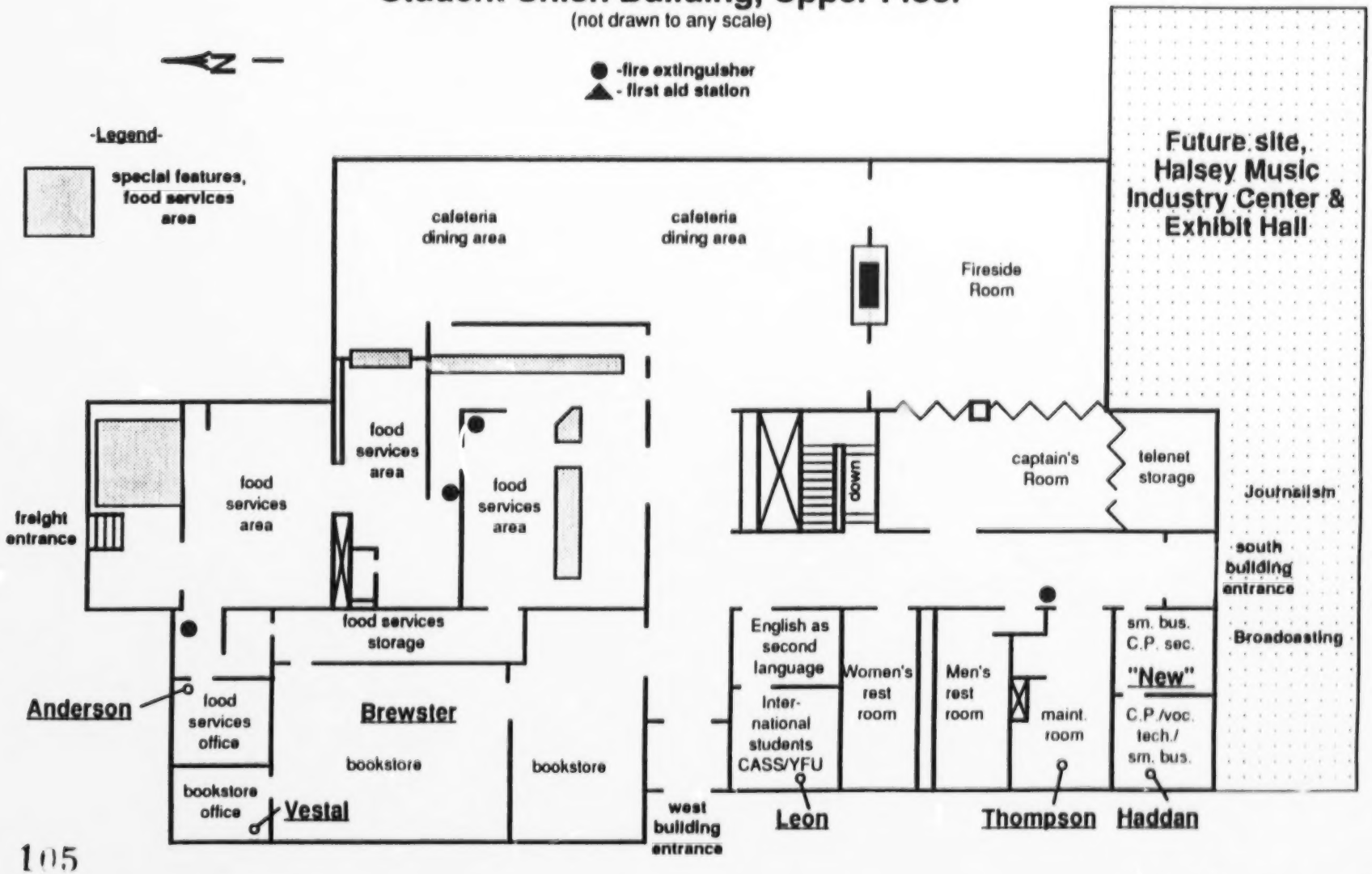
Independence Community College
Student Union Building, Lower Floor

(not drawn to any scale)

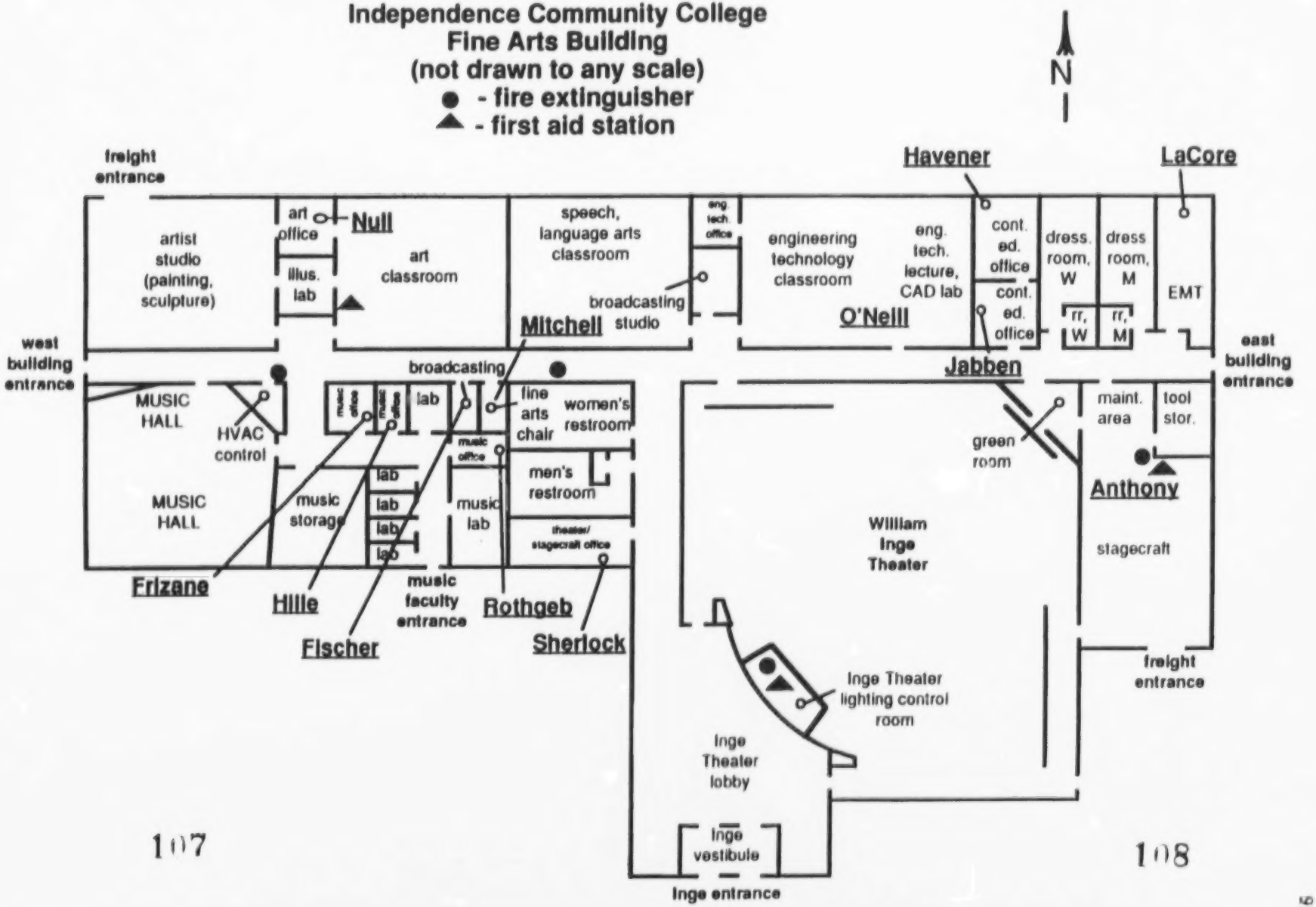


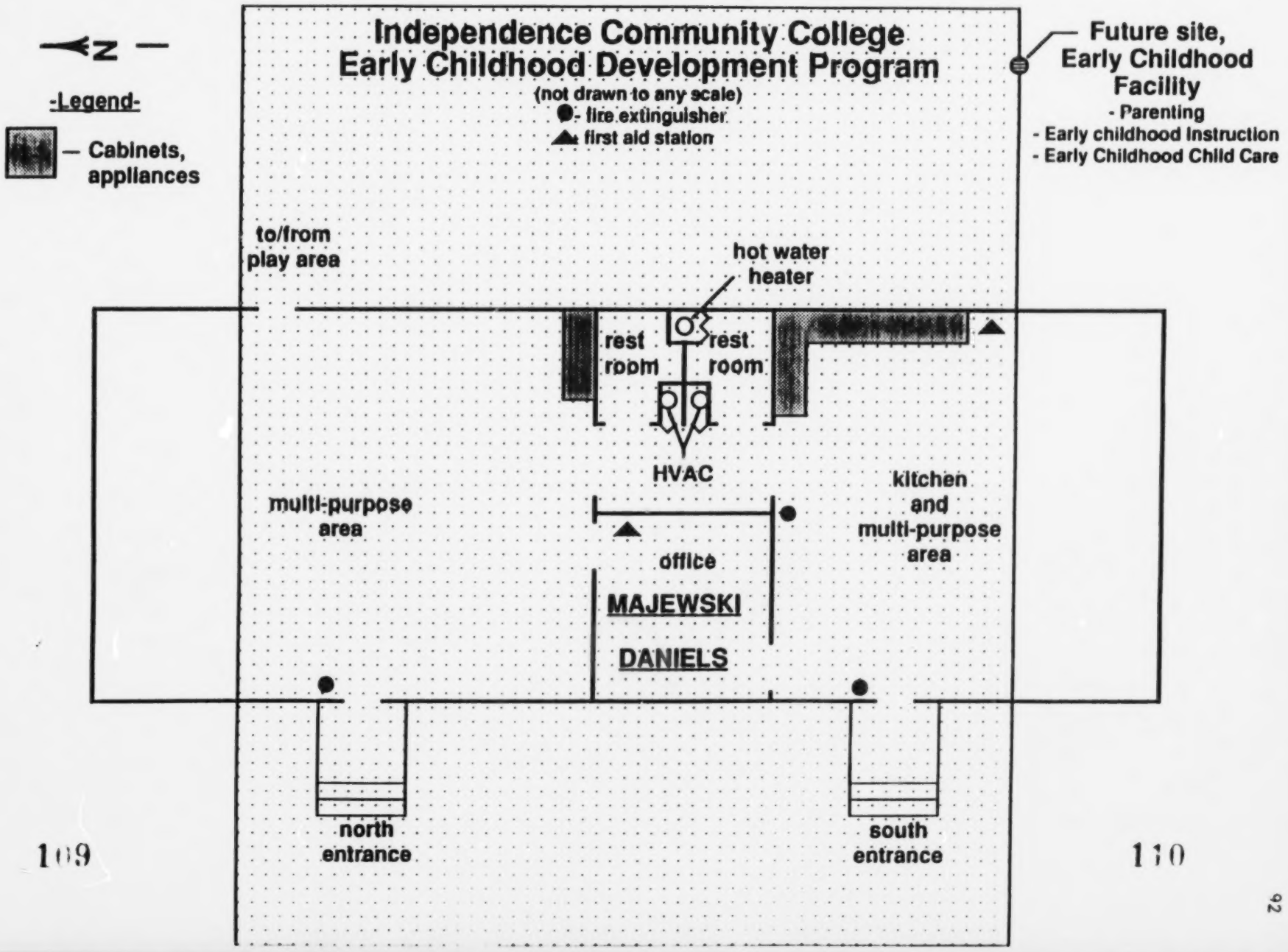
Independence Community College
Student Union Building, Upper Floor

(not drawn to any scale)



Independence Community College
Fine Arts Building
(not drawn to any scale)
● - fire extinguisher
▲ - first aid station




Independence Community College
Early Childhood Development Program
(not drawn to any scale)
- fire extinguisher
- first aid station
-Legend-
— Cabinets, appliances
Future site, Early Childhood Facility
- Parenting
- Early childhood Instruction
- Early Childhood Child Care
to/from play area
hot water heater
rest room
rest room
HVAC
multi-purpose area
kitchen and multi-purpose area
office
MAJEWSKI
DANIELS
north entrance
south entrance